

November 30, 2016

TO: ALL INTERESTED BIDDERS

INVITATION TO BID: Landscape and Grounds Maintenance, Countywide

BID NUMBER: 167-0018-B(PF)

BID SUBMITTAL IS DUE: December 6, 2016 @ 3:00 P.M.

### **ADDENDUM NO. 1**

Following is additional information, clarifications, questions and responses relative to referenced Bid (ITB):

#### **Revisions to ITB**

- Pages 37 – 40, Section E – Specifications – Table A - Property Group 1 - REM Service Locations
- Pages 55 – 58, Section E – Specifications – Table B - Property Group 2 - Public Works Median/Right of Way Pond/Outparcel Service Locations
- Pages 70 – 71, Section E – Specifications – Table C - Property Group 3 - Utilities Service Locations
- Pages 72 – 81, Section F Bid Submittal and Summary **(Use the Revised Bid Submittal and Summary forms when submitting bid.)**

#### **Question 1.**

The contract calls for only one price adjustment for the CPI index after the completion of year 3. What are we to do if, as widely discussed, there is a change in the minimum wage to \$15/hr.? Will there be an adjustment for that, or are we expected to price in that contingency?

**Answer:** The language shall stay the same, bidders need to calculate the bid submittal accordingly.

#### **Question 2.**

There is a stated need for a Bond of \$100,000. However, the County is reserving the right to elect multiple vendors for these varied departmental needs. Will that bond amount be adjusted to reflect a percentage of the actual award or bid if more than one-vendor award is made? Perhaps adjusted to a percentage of the awarded price for each vendor?? How is that bond adjusted each year moving forward as work is added or deleted?

**Answer:** It is the intent of the County to award the contract to one bidder. Should it be decided it is in the best interests of the County to award to more than one bidder, the amount of the performance guarantee per bidder may be re-evaluated. For bidding purposes however, please incorporate the expense associated with a \$100K performance bond.

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
FAX: (727) 464-3925  
Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)



**Question 3.**

In almost every case we are instructed to cut down to the water level whereas best practices would leave a buffer zone.

**Answer:** According to GI-BMP, a 10 feet of low maintenance zone of landscape plants appropriate to prevent fertilizer runoff is strongly recommended for any water body or wetland.” Contract specifications will supersede recommendations of the GI-BMP provided the specifications do not violate any County codes. Many ponds are permitted and need to be maintained as permitted.

**Question 4.**

GI-BMP calls for no action to be taken when grass is too wet to mow, the County is asking for hand mowing in such cases.

**Answer:** Contract specifications supersede BMP suggestions unless they conflict with law, statute, ordinance or codes. ITB, page 50 of 97, Specifications 3.6.5 states “Wet ditch areas that cannot be easily mowed by conventional means shall be mowed by hand with the use of filament string trimmers to protect the integrity of the grade and prevent turf damage.”

**Question 5.**

Much discussion is made of composting. Composting is done on-site. Is it the County’s intention to fill ALL these sites with compost bins, or are you really just asking us to dispose of grass clippings at a landfill, which again is not recommended under GI-BMP, and would come at great cost, particularly in Group 2 Properties where we only cut 14 times per year.

**Answer:** ITB page 23 of 97, Specifications, B, 1, d. “Landscape debris generated as a result of maintenance activities of this contract should be composted by the contractor or through Pinellas County Solid Waste” – This has worked well in the past. It is not the intention of Pinellas County to install compost bins at sites.

**Question 6.**

Recommendation in the contract and GI-BMP are for ideal cut height is not to remove more than 1/3 of the grass blade (cut height to 4 inches, grass grows to 6 inches, you cut again). That is reasonably feasible for 38 cut cycles. However for anything in Work Group 2 consisting of roadways and parcels with a frequency of only 14 visits that is simply not viable. The cut frequency is completely suboptimal for Best Practices.

**Answer:** Group 2 requires the grass be cut to 4” in height per cycle. Revision to ITB, page 47, Specification 3.2 should read: To avoid damaging grass, the contractor will cut to a mowing height of four (4) inches with an acceptable variance of one-half inch (1/2”) unless otherwise agreed upon by designated County representative.”

**Question 7.**

In most of the document we could choose to follow the Contract or GI-BMP, but not both. How are we to reconcile that?

**Answer:** Contract specification will supersede suggestion of the GI-BMP. Clarification will be provided by County Representative on a case by case basis as needed during the course of contract work.

**Question 8.**

There is mention in each specific bid group that we are to clear litter. Litter is defined as trash, such as paper, cans, and bottles that is left lying in an open or public place. From the description you are giving and discussion about any trash 'not able to be placed inside a garbage bag' it sounds like you are asking us to pick up and dispose of anything that should arise on these facilities. As a number of them are unmanned or vacant, there is a propensity for illegal dumping. Are you asking us to bare that cost, which is incalculable and unforeseen? Why isn't there an allowance for something like that? It is time consuming and costly, and there is no way to judge how often that may occur. Along roadways for Property Group 2, that could encompass an awful lot of garbage a lawn care company would not normally deal with, e.g., car parts, tire retreads, and anything that blows off the roof of a car or falls out the back of a truck.

**Answer:** Litter and trash removal will conform to the contract specifications. Unusual or severe incidents will be addressed with Contractor by County Representative on an as needed, case by case basis. ITB page 46, Specifications 3.1, the contract clearly states for Group 2 what is considered litter. Litter should be collected and removed prior to mowing operations and contractor is responsible for disposal.

**Question 9.**

Why is a pollution policy necessary? Every group listed states not to touch hazardous materials. Are we working on sites that are already hazardous or contain a problem? What specific liability are we trying to protect the County and ourselves from with that type of policy?

**Answer:** The County is requesting pollution due to possible spill of herbicides and pesticides and possible leakage from overturn of equipment. It has nothing to do with history of properties.

**Question 10.**

It states the County can add/delete locations at its discretion. All of these sites are unique and we are being asked to bid each site with a site specific quote for Property Groups 1 & 3. Each contains its own specific per/acre price. How would a new property be priced for an addition in these groups, Property Groups 1 & 3? Are we going to bid them as they arise?

**Answer:** Contractor will provide a proposal per location for review prior to addition of location to contract. Price changes for added locations will be based on bid submissions for similar Maintenance Class locations. ITB, Page 81, Bid Submittal and Summary page has been revised to add pricing for additional service locations to be used for Property Group 1 and Group 3. This pricing should be in line with aggregate pricing of turf grass and landscape acreage and hard edge and soft edge linear footage as bid on previous locations.

**Question 11.**

In Group 2, there is only a price for turf and beds by the acre. These facilities/roads are perhaps more unique than the individual sites requiring high frequency mowing and yet it appears the only mechanism to add a property would be to assume that price per acre, which encompasses total property maintenance as specified. Yet each stretch of road is unique. Could you please clarify? It is much more complicated along roadways where ditches and swells and the length of the road and traffic conditions on each specific stretch of road have to be factored in to any new work someone would want to take on. A roadside half as wide would be twice as long as a comparable acre priced here, and therefore require much more time consuming labor in many cases, along with more traffic control needs. If there are potential roadways that would be bid, can they be listed somehow to appropriately price? Otherwise the only thing you can do is price for worst possible scenario.

**Answer:** ITB, page 45, Group 2 per the ITB, specifies two Maintenance Classes (4 and 5) requiring different levels of maintenance. Contractor needs to present their bid per acre according to the appropriate maintenance class. Per acre price will be used for any additional properties in the future.

**Question 12:**

In Group 3, on the property list, Site #14 is actually 293 sites, pump and lift stations if I understand this correctly. If that is correct, you are asking for a cycle cost to cut 293 lift stations scattered throughout the County for a total of 38 cycles? If that is correct any price given would largely be driven by that frequency and the need to cover that sort of ground. More time will be spent driving then cutting. The concern here, is that a reduction of cycles, for example, cutting that in half, to 19 cycles would make for a lot more work per cycle on an inordinate amount of properties. How are additions and deletions to this specific list going to be handled? 293 sites isn't so much about the work at each site, it is the travel time required to complete that work at 38 cycles. That is a job unto itself. According to this deal, the County can unilaterally alter this at any time, and if you alter the cycles and decrease the frequency, in addition to the travel time, you have to add time to each site, and factor that in over nearly 300 sites. With the addition and deletions specifications giving you leeway to do whatever you want, this is a serious problem putting forth any sort of bid. Could you address these concerns?

**Answer:** Site #14 should be assigned a cycle cost based on total locations 38 cycles per year. Bidders need to calculate the bid submittal accordingly.

It was an oversight that Group 3 bid submittal was lump sum per site. Page 81, Bid Submittal and Summary page has been added to provide prices for additional service locations, pricing per acre and liner foot pricing per site.

A minimum value of 400 Square Feet has been allowed for ease of calculation to arrive at a reasonable total price for Site #14. Within Site #14, a number pump stations have no turf and are surrounded by vinyl fencing so they only require weed control inside the fencing. The minimum value of 400 turf square feet is assigned to all pump stations to help cover travel time. Bidders should be able to provide the level of service and frequency as specified by contract terms and calculate bid submittals based on their cost of performing contract tasks within the contract specifications.

**Question 15:**

Group 3, item #14 states and references an appendix which lists 293 individual sites but only totals a handful of acres. Is this a misprint? Or are we to service 293 distinct small properties bid as if they were one, large acre site? That seems to a strange way to represent and price that work.

**Answer:** The 293 pump stations listed in the appendix are to be bid and billed as a lump sum, bidders need to calculate the bid submittal accordingly.

**Question 16:**

How are the addition of new properties handled and priced? Groups 1 and 3 are bid individually, each a distinct line item. It doesn't appear there is a formula ready to apply.

**Answer:** See answer question 10

**Question 17:**

Group 2 is roadways and they are being bid by acre. Contracts typically define all roadways potentially involved and convention would be for roadway miles not acres? Could you clarify as this puts a lot of undue risk on the contractor?

**Answer:** ITB, page 45 of 97, Group 2 per the contract, specifies two Maintenance Classes (4 and 5) requiring different levels of maintenance. Contractor needs to present their bid per acre according to the appropriate maintenance class. Per acre price will be used for any additional properties in the future.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 84 under Addendum No.1 and return with completed bid package.

Sincerely,

  
Director of Purchasing

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

TABLE A: REM SERVICE LOCATIONS

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
1	1	<b><u>Downtown Clearwater Location 1:</u></b> Includes area approximately bounded by Chestnut, Oak, Bay & Rogers and includes parking areas and the following buildings: Building - 201 Rogers St., Clearwater Building – 520 Oak St. Clearwater Building - 510 Bay Ave., Clearwater	38	0.87	.58	11,017
						700
2	1	<b><u>Downtown Clearwater Location 2:</u></b> Includes area bounded by Ft. Harrison, Court, & Chestnut and includes parking areas and the following buildings: 324 S. Ft. Harrison, Clearwater 400 S. Ft. Harrison, Clearwater 315 Court St., Clearwater	38	0.26	1.36	5,986
						200
3	1	<b><u>Downtown Clearwater Location 3:</u></b> Includes area approximately bounded by Court, Ft Harrison & Osceola and includes parking areas and the following buildings: 440 Court St., Clearwater, including parking lot and any islands	38	0.03	.21	806
						50
4	1	<b><u>Downtown Clearwater Location 4:</u></b> Includes building and parking areas at 14 S Ft Harrison, Clearwater Includes parking lot only bounded by Pierce, Park, Ft Harrison & PSTA Clearwater Terminal	38	.15	.30	1,708
						200
5	1	<b><u>Downtown Clearwater Location 5:</u></b> Includes buildings only located at 303 and 333 Chestnut St., Clearwater, and alley way south of 333 Chestnut St. (leased from Church)	38	0.15	.15	1,708
						200
6	1	<b><u>Downtown Clearwater Location 5:</u></b> Includes building, grounds and two-story parking garage adjacent, located at 310 Court Street, Clearwater	38	0.06	.44	1,882
						600
7	3	<b><u>Downtown Clearwater Location 7:</u></b> Includes parking lot at 601 Court St. Clearwater, Fl.	38	0.08	.07	598
						50
8	2	<b><u>Downtown Clearwater Location 8:</u></b> Included building located at 631 Chestnut St., Clearwater, and adjoining vacant lot and parking lot accessed off of Turner (approx. address 640 Turner St)	38	0.04	.06	1,412
						600
9	1	<b><u>Downtown Clearwater Location 9:</u></b> Includes area bounded by Chestnut, East St, Turner and Myrtle, parking lot located at corner of Myrtle & Chestnut and building located 509 East Ave., Clearwater (including courtyard @ 509 East Ave)	38	0.14	.26	2,366
						300

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

TABLE A: REM SERVICE LOCATIONS CONTINUED

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
10	3	<b>Downtown Clearwater Location 10:</b> Includes parking lot located at approximate address of 641 Turner St., Clearwater – bounded on east by Pinellas Trail.	38	0.23	.12	2,009
						400
11	2	<b>North County Location 11:</b> Includes building, parking, grounds and maintenance building located at 29582 U.S. 19 North, Clearwater	38	5.02	.10	2,085
						1,434
12	1	<b>St. Petersburg Location 12:</b> Includes building, grounds and parking located at 1800 – 66th Street N., St. Petersburg	38	1.1	.03	5,375
						500
13	1	<b>Downtown St. Petersburg Location 13:</b> Includes building, parking and grounds at 647 -1st Avenue N. St. Petersburg	38	0.55	.07	2,990
						200
14	1	<b>Downtown St. Petersburg Location 14:</b> Includes area approximately bounded by 1st Ave N, 6th St N, Mirror Lake Dr N and 5th St N. and includes grounds, parking areas and the following buildings: 150 – 5th Street N., St. Petersburg 545 -1st Avenue N. St. Petersburg 501 -1st Avenue N, St. Petersburg	38	1.4	.24	6,390
						500
15	3	<b>Central County Location 15:</b> Includes grounds around Surplus Warehouse Building 14390 Roosevelt Blvd., Clearwater	38	.98	.005	30
						40
16	3	<b>Central County Location 16:</b> Included buildings and grounds at Fleet Sub-Station 14204 46th St N, Clearwater	38	.11	0	270
						897
17	3	<b>Central County Location 17:</b> Includes area bounded by 144th Ave N, 49th St N and 46th St N. includes parking and grounds and the following buildings: Sheriff's Technical Services Building 4801 145th Ave N, Clearwater; Sheriff's Evidence Storage Building 4707 145th Ave N, Clearwater; Sheriff's Central Distribution Building 4645 145th Ave N, Clearwater	38	3	.02	1,085
						3,618
18	2	<b>Central County Location 18:</b> Includes parking, grounds and building - Clerks Record Retention 14155 49th St. North, Clearwater	38	1.35	.006	0
						301
19	1	<b>Central County Location 19:</b> Includes parking, grounds, internal courtyards and Sculpture Garden located at Criminal Justice Center 14250 49th St North, Clearwater	38	0.94	1.43	13,049
						1,676

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE A: REM SERVICE LOCATIONS CONTINUED**

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
20	2	<b>Central County Location 20:</b> Includes grounds, parking and building located at the K9 Training Facility, 3410 118" Ave N, Clearwater and the Pinellas County Sheriff Office Firing Range 11700 34th St. N, Clearwater (next to the K9 Training Facility)	38	2.7	02	4,235
						3,060
21	1	<b>Central County Location 21:</b> Includes grounds, parking and buildings on Ulmerton Rd just west of Seminole Blvd: Sheriff's Administration/Public Safety Complex 10750 Ulmerton Rd, Largo Medical Examiner 10900 Ulmerton Rd, Largo	38	9.6	1.34	24,041
						11,561
22	1	<b>Central County Location 22:</b> Includes grounds, parking and buildings on Ulmerton Rd: Animal Services 12450 Ulmerton Rd, Largo Emergency Medical Services 12490 Ulmerton Rd, Largo	38	3.14	.78	10,430
						4,855
23	3	<b>Central County Location 23:</b> Includes parking, grounds and building associated with Fleet Management 9685 Ulmerton Road, Largo	38	3.53	.14	2,474
						861
24	1	<b>Central County Location 24:</b> Includes parking, grounds and buildings associated with: Meter Readers Office 9837 Ulmerton Rd, Largo	38	.23	.05	1,101
						1,585
25	3	<b>Central County Location 25:</b> Includes parking, grounds and buildings associated with Police Athletic League (PAL) site at 3755 46th Ave. N., St. Petersburg	38	1	.11	1,430
						2,040
26	1	<b>Central County Location 26:</b> Supervisor of Elections 13001 Starkey Road, Largo	38	0.83	.19	4,794
						300
27	3	<b>Central County Location 27:</b> Old PSTA Location 14840 49th Street N, Clearwater-2 retention ponds only	12	1.82	0	900
						850





## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE A: REM SERVICE LOCATIONS CONTINUED**

DESCRIPTION	MAINTENANCE CLASS	ZONES		
ZONES IRRIGATION INSPECTION & REPAIR	1 & 2	112		
				Hard Edge Linear feet (Lin. ft.)
		TURF AREA ACRES	BED AREA ACRES	Soft Edge Linear feet (Lin. ft.)
TOTAL ACREAGE				
Total Acres Maintenance Class 1	1	19.45 Acres	7.18 Acres	93,643
				23,427
Total Acres Maintenance Class 2	2	9.11 Acres	.3 Acres	7,732
				5,395
Total Acres Maintenance Class 3	3	10.75 Acres	.465 Acres	8,796
				8,756

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE B**  
**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP NORTH: Maintenance of Median, Separators, Ponds and Right-of-Way. Group North Pinellas County includes landscape maintenance work on specified roadway areas north of Curlew Road;

LOCATION NUMBER	MAINTENANCE CLASS	GROUP NORTH LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	<b>Keystone Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Keystone Rd from US HWY 19 to east of East Lake Rd including DP93, DP94, M149, WL150, SS44, WL151, M150, M151, WL152, WL153, WL90</b>			
2	4 & 5	<b>Klosterman Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Klosterman Rd from US HWY 19 to Alt US HWY 19 including WL54, M137, SS26</b>			
3	4 & 5	<b>Alderman Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Alderman Rd from Alt US HWY19 to US HWY 19 including DP20, DP2, DP22, DP23</b>			
4	4 & 5	<b>Tampa Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Tampa Rd from Alt US HWY 19 to Pinellas/Hillsborough county line including WL67, WL68, WL69, WL70</b>			
5	4 & 5	<b>McMullen Booth Road/East Lake Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – McMullen Booth/East Lake Road from Tampa Road to Boot Ranch Road S including WL62, M86, WL63, M106, M85, WL64, WL65, WL66</b>			
6	4 & 5	<b>County Road 1/Omaha Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – CR1/Omaha Road from Curlew Road to Alderman Road including DP28, DP32, SS39, AP7, DP35, DP34</b>			
7	4 & 5	<b>Belcher Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Belcher Road from Curlew Road to Klosterman Road including SS35, WL142, , MWL3, WL24, M43, MWL2, , SS4, AP9, M108</b>			
	4	<b>GROUP NORTH TOTAL ACREAGE - Medians and Rights-of-Ways</b>	14	65.28	3.45
	5	<b>GROUP NORTH TOTAL ACREAGE - Ponds and Outparcels</b>	14	39.59	

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE B - CONTINUED****PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP CENTRAL: Maintenance of Median, Separators, Ponds and Right-of-Way. Group Central Pinellas County includes landscape maintenance work on specified roadway areas bounded primarily by Curlew Road on the north and East Bay (SR 686) on the south

LOCATION NUMBER	MAINTENANCE CLASS	GROUP CENTRAL LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	<b>Sunset Point Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Sunset Point Road from Keene Road to McMullen Booth Road including M112, DE103</b>			
2	4 & 5	<b>Belcher Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Belcher Road from East Bay Drive to Curlew Road including</b> <ul style="list-style-type: none"> <li>• OP46 SW Corner of Belcher and Dell Ave</li> <li>• OP44 E side of Belcher between Coit Rd and Rose Ln</li> <li>• OP43 E side of Belcher between Euclid Cir &amp; Coit Rd</li> <li>• OP42 SE corner of Belcher &amp; Euclid</li> <li>• OP38 SW corner of Belcher and Greenbriar Blvd</li> </ul>			
3	4 & 5	<b>Keene Road/County Road 1</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – Keene Road/CR 1 from East Bay Drive to Curlew including DE107, WL107, WL114, WL53, M60, M61, WL115, M59, WL106, WL21, WL17, SS29, SS37, SS30, and lot at corner of CR1 &amp; Sparkling Ct</b>			
4	4 & 5	<b>McMullen Booth Road</b>	14		
		<b>Medians, R-O-W, and related ponds and outparcels – McMullen Booth road from Bayside Bridge to Boot Ranch Road S includes WL44, DE56, AP1, AP2, AP3, OP18, OP22, OP23, AP4, DE89, DE104, M66, WL56, WL57, WL58, WL60, DE93, OP16, M135, M51, CDS1, DE92, M67, M68, M69, M88, M89, M119, WL103</b>			
	4	<b>GROUP CENTRAL TOTAL ACREAGE - Medians and Rights-of-Ways</b>	14	45.18	3.46
	5	<b>GROUP CENTRAL TOTAL ACREAGE - Ponds and Outparcels</b>	14	28.53	

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE B - CONTINUED****PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP SOUTH: Maintenance of Median, Separators, Ponds and Right-of-Way. Group South Pinellas County includes landscape maintenance work on roadway areas south of East Bay Drive (SR 686)

LOCATION NUMBER	MAINTENANCE CLASS	GROUP SOUTH LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	113 <sup>th</sup> St N/Ridge Road	14		
		Medians, R-O-W, and related ponds and outparcels - 113 <sup>th</sup> St N from 102 <sup>nd</sup> Ave N to West Bay Dr. includes related ponds and outparcels MWL103			
2	4 & 5	Park Blvd	14		
		Medians, R-O-W, and related ponds and outparcels – Park Blvd from Intracoastal Waterway to 66 <sup>th</sup> St N Including WL48 ( <i>NOTE – medians from 120<sup>th</sup> St N to Starkey Rd maintained by City of Seminole</i> )			
3	4 & 5	102 <sup>nd</sup> Ave N/County Road 296/Bryan Dairy Road/118 <sup>th</sup> Ave N	14		
		Medians, R-O-W, and related ponds and outparcels – 102 <sup>nd</sup> Ave N/CR 296/Bryan Dairy Road/118 <sup>th</sup> Ave N from Seminole Blvd to 49 <sup>th</sup> St including 2 county owned lots on frontage road between 92 <sup>nd</sup> St N and 109 <sup>th</sup> Terr N, WL12, M46, M11, M47, OP32, OP39, OP34, WL13, DP6, M12, M13, DP7, M14, WL14, DE74, WL125, WL126, WL127, WL128, M132, WL129, M130, OP14, WL1, WL2, M3, M1, M2, WL3, SS14, SS16 Outparcel located on south side of Bryan Dairy from 58 <sup>th</sup> Ave N to 59 <sup>th</sup> Way N Outparcel located on the corner of 72 <sup>nd</sup> ST N and 112 <sup>th</sup> Ave N			
4	4 & 5	49 <sup>th</sup> St N	14		
		Medians, R-O-W, and related ponds and outparcels – 49 <sup>th</sup> St N from Bayside Bridge to US HWY 19 overpass and from 62 <sup>nd</sup> Ave N to 38 <sup>th</sup> Ave N including WL43, M50, WL42, M49, WL41, WL40, WL38, AP5, WL9, WL8, WL6, M5, M6, WL5, ( <i>NOTE – Section from US HWY 19 to 62<sup>nd</sup> Ave N maintained by City of Pinellas Park</i> )			
5	4 & 5	Belcher Road	14		
		Medians, R-O-W, and related ponds and outparcels–Belcher Road from 70 <sup>th</sup> Ave N to East Bay Drive includes related ponds and outparcels – WL118, AP10, WE12, ( <i>NOTE - portions maintained by City of Largo</i> )			
	4	GROUP SOUTH TOTAL ACREAGE - Medians and Rights-of-Ways	14	47.44	3.08
	5	GROUP SOUTH TOTAL ACREAGE - Ponds and Outparcels	14	75.44	

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE B - CONTINUED****PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

MAINTENANCE CLASS	TOTAL ACREAGE (NORTH, CENTRAL, AND SOUTH SECTIONS)	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
4	<b>GROUPS NORTH, CENTRAL, AND SOUTH - Medians and Rights-of-Ways</b>	14	157.90	9.99
5	<b>GROUPS NORTH, CENTRAL, AND SOUTH - Ponds and Outparcels</b>	14	143.56	

## SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1

**TABLE C: UTILITIES SERVICE LOCATIONS**

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
1	1	<b>W.E. Dunn Facility</b> 4100 Dunn Drive Palm Harbor, FL 34683	38	8.15	1.82	9,688
						9,313
2	1	<b>South Cross Facility</b> 7415 54 <sup>th</sup> Ave. N. St. Petersburg, FL 33709	38	7.39	.97	7,521
						15,085
3	1	<b>McKay Creek Facility</b> 14800 118 <sup>th</sup> Ave N. Largo, FL 34644	38	2.21	.17	1,962
						1,137
4	2	<b>S.K. Keller Facility</b> 3655 Keller Circle Tarpon Springs, FL 34689	38	12.7	.5	6,565
						10,995
						2,388 4,971
5	2	<b>North Booster Station</b> 27707 U.S. Hwy. 19 N. Clearwater, FL 34621	38	3.49	.18	3,435
						344
6	1	<b>Oakhurst Station</b> 11323 74 <sup>th</sup> Ave. N. Seminole, FL 33772	38	1.01	.15	4,239
						1,270
7	2	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	38	2.1	.6	9,688
						9,313
8	Bush Hog	<b>Trinity</b> (open parcel behind the street side berm) 3660 Trinity Boulevard Tarpon Springs, FL 34689	3	40		
9	1	<b>Gulf Beach Station</b> 4501 Gulf Boulevard St. Petersburg, FL	38	.37	.05	1,469
						371
10	1	<b>Logan Station</b> 1620 Ridge Rd., Bldg. A & B Largo, FL 33778	38	4.97	.22	4,391
						371

**SECTION E – SPECIFICATIONS – Revised 11/30/16 - Addendum 1**

**TABLE C: UTILITIES SERVICE LOCATIONS CONTINUED**

11	2	<b>Fat, Oil &amp; Grease</b> 10901 28 <sup>th</sup> St. N. St. Petersburg, FL 33716	38	2.45	.01	110
						846
12	1	<b>GMD South</b> 6730 142 <sup>nd</sup> Ave. N. Clearwater, FL 33771	38	3.59	.4	3,544
						500
13	2	<b>PS 016</b> 10548 Park Boulevard Seminole, FL	38	.13	.84	1,320
						150
14	3	<b><u>Countywide Pump Stations</u></b> Includes grounds, buildings & parking Attachment 1 – List of Pump Stations	38	7.87	.2	47,000
						47,000

DESCRIPTION	MAINTENANCE CLASS	ZONES		
ZONES IRRIGATION INSPECTION & REPAIR	1 & 2	239		
TOTAL ACREAGE		TURF AREA ACRES	BED AREA ACRES	Hard Edge Linear feet (Lin. ft.)
				Soft Edge Linear feet (Lin. ft.)
Total Acres Maintenance Class 1	1	27.69 Acres	3.78 Acres	32,814
Total Acres Maintenance Class 2	2	20.87 Acres	2.13 Acres	28,047
Total Acres Maintenance Class 3	3	7.87 Acres	.2 Acres	21,118
				15,624
Total Acres Maintenance Class 3	3	7.87 Acres	.2 Acres	47,000
				47,000

## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

Bid Title: Landscape and Grounds Maintenance, Countywide

Bid Number: 167-0018-B(PF)

PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP

Site	MAINTENANCE CLASS	Address	Total Cycle Cost for Location	X	Number of Annual Cycles	=	Total Annual Cost	
1	1	Downtown Clearwater Location 1	\$	X	38	=	\$	
2	1	Downtown Clearwater Location 2	\$	X	38	=	\$	
3	1	Downtown Clearwater Location 3	\$	X	38	=	\$	
4	1	Downtown Clearwater Location 4	\$	X	38	=	\$	
5	1	Downtown Clearwater Location 5	\$	X	38	=	\$	
6	1	Downtown Clearwater Location 6	\$	X	38	=	\$	
7	3	Downtown Clearwater Location 7	\$	X	38	=	\$	
8	2	Downtown Clearwater Location 8	\$	X	38	=	\$	
9	1	Downtown Clearwater Location 9	\$	X	38	=	\$	
10	3	Downtown Clearwater Location 10	\$	X	38	=	\$	
11	2	North County Location 11	\$	X	38	=	\$	
12	1	St Petersburg Location 12	\$	X	38	=	\$	
13	1	Downtown St Petersburg Location 13	\$	X	38	=	\$	
14	1	Downtown St Petersburg Location 14	\$	X	38	=	\$	
15	3	Central County Location 15	\$	X	38	=	\$	
16	3	Central County Location 16	\$	X	38	=	\$	
17	3	Central County Location 17	\$	X	38	=	\$	
18	3	Central County Location 18	\$	X	38	=	\$	
19	1	Central County Location 19	\$	X	38	=	\$	
20	2	Central County Location 20	\$	X	38	=	\$	
21	1	Central County Location 21	\$	X	38	=	\$	
22	1	Central County Location 22	\$	X	38	=	\$	
23	3	Central County Location 23	\$	X	38	=	\$	
24	1	Central County Location 24	\$	X	38	=	\$	
25	3	Central County Location 25	\$	X	38	=	\$	
26	1	Central County Location 26	\$	X	38	=	\$	
27	3	Central County Location 27	\$	X	12	=	\$	
<b>TOTAL ANNUAL COST (Locations 1 - 27)</b>								\$



## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP CONTINUED**

**MISCELLANEOUS AND UNSPECIFIED SERVICES:** Miscellaneous and unspecified services shall be ordered solely at the discretion of the County. Prices quoted will be the price paid for each service in the event that the service is required. Unit prices will remain firm for the entire contract period.

SERVICE DESCRIPTION	U/M	QUANTITY	EXTENDED PRICE
<b>MULCHING</b>	<b>Price per cubic yard</b>	<b>Estimated cubic yard annually</b>	
Cypress Mulch Installed	\$	1,250 cy	\$
Coco Brown Hardwood Mulch Installed	\$	600 cy	\$
<b>IRRIGATION LABOR</b>	<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>	
Labor Rate – Irrigation Upgrades	\$	120 hours	\$
Labor Rate – Irrigation Repairs	\$	120 hours	\$
<b>IRRIGATION MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Irrigation Materials Not Listed Above		%	\$5,000.00
<b>GENERAL LABOR</b>	<b>HOURLY LABOR RATE</b>	<b>Estimated hours annually</b>	
Labor Rate	\$	200 hours	\$
<b>LANDSCAPE MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Landscape Materials		%	\$25,000.00
<b>UNSPECIFIED SERVICES</b>			<b>Estimated annual expenditure</b>
NOT DEFINED		<b>QUOTED PER EVENT</b>	\$25,000.00

**SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1**

**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP CONTINUED**

<b>MISCELLANEOUS SERVICES - continued</b>			
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE TRIMMING AND PALM TRIMMING</b>			
<b>TREE TRIMMING</b> - Tree trimming above 10 feet in height will be quoted to and approved by County representative		<b>PER QUOTED EVENT</b>	<b>Estimated annual expenditure \$50,000.00</b>
Palm trimming price should be based on annual expenditure (Unable to provide quantities)			<b>Estimated annual expenditure \$50,000.00</b>
<b>PALM TRIMMING</b>		<b>PER PALM</b>	<b>SEE BELOW</b>
<b>Item</b>	<b>Palm Species</b>	<b>11-35 feet</b>	<b>Greater than 35 feet</b>
1	Canariensis	\$	\$
2	Chinese Fan	\$	\$
3	Indian Date	\$	\$
4	Medjool	\$	\$
5	Pindo	\$	\$
6	Reclinata	\$	\$
7	Queen	\$	\$
8	Sabal	\$	\$
9	Washingtonia	\$	\$
10	Paurotis	\$	\$
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE AND PALM TRIMMING</b>			<b>\$100,000.00</b>
<b>TOTAL ANNUAL MISCELLANEOUS AND UNSPECIFIED SERVICE</b>			<b>\$</b>

<b>TOTAL ANNUAL COST</b>	<b>EXTENDED COST</b>	<b>X</b>	<b>YEARS</b>	<b>TOTAL FIVE (5) YEARS</b>
<b>LOCATIONS 1 - 27</b>	\$	X	5	\$
<b>MISCELLANEOUS AND UNSPECIFIED SERVICE</b>	\$	X	5	\$
<b>PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GRAND TOTAL FIVE (5) YEARS</b>				\$

## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL GROUP**

GROUP	TURF GRASS AREA (ACRE)	BED AREA (ACRE)	UNIT PRICE PER ACRE	TOTAL PRICE PER CYCLE	ANNUAL CYCLES (NOT TO EXCEED)	EXTENDED PRICE
<b>GROUP NORTH</b>						
Maintenance Class 4	65.28		\$	\$	14	\$
Maintenance Class 4		3.45	\$	\$	14	\$
Maintenance Class 5	39.59		\$	\$	14	\$
<b>Annual Total Group North - All Sections</b>						\$
<b>GROUP CENTRAL</b>						
Maintenance Class 4	45.18		\$	\$	14	\$
Maintenance Class 4		3.46	\$	\$	14	\$
Maintenance Class 5	28.53		\$	\$	14	\$
<b>Annual Total Group Central - All Sections</b>						\$
<b>GROUP SOUTH</b>						
Maintenance Class 4	47.44		\$	\$	14	\$
Maintenance Class 4		3.08	\$	\$	14	\$
Maintenance Class 5	75.44		\$	\$	14	\$
<b>Annual Total Group South - All Sections</b>						\$

**SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1**

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL GROUP CONTINUED**

**MISCELLANEOUS AND UNSPECIFIED SERVICES (UPON REQUEST)**

DESCRIPTION	UNIT OF MEASURE	COST
Installation of County Recycled Mulch including Transportation and Labor	HR	\$
Fertilization of Plant Beds – Labor only	Sq. Ft	\$
Tree, Shrub and Perennial,	3 gallons	\$
Groundcover or Turf Grass Planting or Replacement	Sq. Ft	\$
Insect and Disease Chemical Control	Per 1,000 Sq. Ft.	\$
General Landscape Tasks (one time removal plant material, exotic invasive, etc.)	HR	\$
Watering	1000 gallons	\$
Litter/Trash Pickup (72 hr. notice)	HR	\$
Landscape Median Maintenance (72 hr. notice)	HR	\$
Right of Way Clearance (72 hr. notice)	HR	\$
Tree trimming activities over (10') ten feet	Per Quoted Event	\$
Mowing Only (turf areas) (72 hr. notice)	HR	\$
Citizen/County Staff Complaint Response (72 hr. notice)	HR	\$
Annual Total Unspecified Funds		\$50,000.00

ANNUAL TOTAL PER GROUP	EXTENDED PRICE	X	YEARS	TOTAL FIVE (5) YEARS
Annual Total Group North - All Sections	\$	X	5	\$
Annual Total Group Central - All Sections	\$	X	5	\$
Annual Total Group South - All Sections	\$	X	5	\$
Annual Total Unspecified Funds	\$50,000.00	X	5	\$250,000.00
<b>PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL</b>				
<b>GRAND TOTAL FIVE (5) YEARS</b>				<b>\$</b>

## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

## PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS

Site	MAINTENANCE CLASS	Address	Total Cycle Cost for Location	X	Number of Annual Cycles	=	Total Annual Cost
1	1	<b>W.E. Dunn Facility</b> 4100 Dunn Drive Palm Harbor, FL 34683	\$	X	38	=	\$
2	1	<b>South Cross Facility</b> 7415 54 <sup>th</sup> Ave. N. St. Petersburg, FL 33709	\$	X	38	=	\$
3	1	<b>McKay Creek Facility</b> 14800 118 <sup>th</sup> Ave N. Largo, FL 34644	\$	X	38	=	\$
4	2	<b>S.K. Keller Facility</b> 3655 Keller Circle Tarpon Springs, FL 34689	\$	X	38	=	\$
5	2	<b>North Booster Station</b> 27707 U.S. Hwy. 19 N. Clearwater, FL 346215	\$	X	38	=	\$
6	1	<b>Oakhurst Station</b> 11323 74 <sup>th</sup> Ave. N. Seminole, FL 33772	\$	X	38	=	\$
7	2	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	\$	X	38	=	\$
8	Bush Hog	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	\$		3	=	\$
9	1	<b>Gulf Beach Station</b> 4501 Gulf Boulevard St. Petersburg, FL	\$	X	38	=	\$
10	1	<b>Logan Station</b> 1620 Ridge Rd., Bldg. A & B Largo, FL 33778	\$	X	38	=	\$
11	2	<b>Fat, Oil &amp; Grease</b> 10901 28 <sup>th</sup> St. N. St. Petersburg, FL 33716	\$	X	38	=	\$
12	1	<b>GMD South</b> 6730 142 <sup>nd</sup> Ave. N. Clearwater, FL 33771	\$	X	38	=	\$
13	2	<b>PS 016</b> 10548 Park Boulevard Seminole, FL	\$	X	38	=	\$
14	3	<b>Countywide Lift Stations</b> Includes grounds, buildings & parking	\$	X	38	=	\$
<b>TOTAL ANNUAL COST (LOCATIONS 1 -14 )</b>							

## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

<b>MISCELLANEOUS SERVICES</b>			
<b>SERVICE DESCRIPTION</b>	<b>U/M</b>	<b>QUANTITY</b>	<b>EXTENDED PRICE</b>
<b>MULCHING</b>	<b>Price per cubic yard</b>	<b>Estimated cubic yard annually</b>	
Cypress Mulch Installed	\$	1000 cy	\$
Pine Bark Nuggets (Small) Mulch Installed	\$	1000 cy	\$
<b>IRRIGATION LABOR</b>	<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>	
Labor Rate – Irrigation Tech	\$	300 hours	\$
<b>Irrigation Kits Detail</b>	<b>Price per kit</b>	<b>Estimated quantity annually</b>	
Irrigation Kit 1- Drip Repair Kit	\$	50	\$
Irrigation Kit 2 – Rotor Kit	\$	1000	\$
Irrigation Kit 3 – Spray Kit	\$	1500	\$
Irrigation Kit 4 – Valve Repair Kit	\$	50	\$
Irrigation Kit 5 – Pipe Repair Kit	\$	200	\$
<b>IRRIGATION MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Irrigation Materials Not Listed Above		%	\$20,000.00
<b>GENERAL LABOR</b>	<b>HOURLY LABOR RATE</b>	<b>Estimated hours annually</b>	
Labor Rate	\$	455 hours	\$
<b>LANDSCAPE MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Landscape Materials		%	\$75,000.00

## SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1

**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS**  
**MISCELLANEOUS SERVICES – CONTINUED**

MISCELLANEOUS SERVICES – CONTINUED			
<b>ADDITIONAL APPLICATIONS OF FERTILIZATION OR PEST CONTROL</b>		<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>
Labor for application of fertilizer or pest control		\$	50 hours
FERTILIZER OR PEST CONTROL			<b>Cost Plus Percentage Markup</b>
Fertilizer Or Pest Control			%
			<b>Estimated Annual Expenditure</b>
			\$15,000.00
<b>BUSH HOGGING</b>		<b>Price per hour</b>	<b>Estimated hours Annually</b>
Bush Hogging		\$	200 hours
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE TRIMMING AND PALM TRIMMING</b>			
<b>TREE TRIMMING</b> - Tree trimming above 10 feet in height will be quoted to and approved by County representative		<b>PER QUOTED EVENT</b>	<b>Estimated annual expenditure</b> \$50,000.00
<b>Palm trimming price should be based on annual expenditure (Unable to provide quantities)</b>			<b>Estimated annual expenditure</b> \$50,000.00
<b>PALM TRIMMING</b>		<b>PER PALM</b>	<b>SEE BELOW</b>
<b>Item</b>	<b>Palm Species</b>	<b>11-35 feet</b>	<b>Greater than 35 feet</b>
1	Canariensis	\$	\$
2	Chinese Fan	\$	\$
3	Indian Date	\$	\$
4	Medjool	\$	\$
5	Pindo	\$	\$
6	Reclinata	\$	\$
7	Queen	\$	\$
8	Sabal	\$	\$
9	Washingtonia	\$	\$
10	Paurotis	\$	\$
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE AND PALM TRIMMING</b>			\$100,000.00
<b>TOTAL ANNUAL MISCELLANEOUS SERVICE</b>			\$

<b>SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS - CONTINUED**

ANNUAL TOTAL PER GROUP	EXTENDED PRICE	X	YEARS	TOTAL FIVE (5) YEARS
LOCATIONS 1 - 14	\$	X	5	\$
MISCELLANEOUS AND UNSPECIFIED SERVICE	\$	X	5	\$
<b>PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – GRAND TOTAL FIVE (5) YEARS</b>				<b>\$</b>

**TOTAL OF PROPERTY GROUPS 1 through 3 SERVICE LOCATIONS**

PROPERTY GROUP	TOTAL
PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT	\$
<b>GRAND TOTAL FIVE (5) YEAR</b>	
PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL	\$
<b>GRAND TOTAL FIVE (5) YEARS</b>	
PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS –	\$
<b>GRAND TOTAL FIVE (5) YEARS</b>	
<b>BID TOTAL FIVE (5) YEARS</b>	<b>\$</b>



**SECTION F – BID SUBMITTAL AND SUMMARY – Revised 11/30/16 - Addendum 1**

**PRICING FOR ADDITIONAL SERVICE LOCATIONS TO BE USED BY PROPERTY GROUPS 1 AND 3**

**NOT USED TO DETERMINE AWARD**

This pricing is to be used when County deems it necessary to add a new location to this contract. This pricing should be in line with aggregate pricing of turf grass and landscape acreage and hard edge and soft edge linear footage as bid on previous locations.

Maintenance Class		
<b>Maintenance Class 1</b>	<b>Unit Price Per Acre</b>	<b>Unit Price Per Linear Foot</b>
Turf Grass Area per acre	\$	-
Landscape Area per acre	\$	-
Hard Edge per linear foot	-	\$
Soft Edge per linear foot	-	\$
<b>Maintenance Class 2</b>	<b>Unit Price Per Acre</b>	<b>Unit Price Per Linear Foot</b>
Turf Grass Area per acre	\$	-
Landscape Area per acre	\$	-
Hard Edge per linear foot	-	\$
Soft Edge per linear foot	-	\$
<b>Maintenance Class 3</b>	<b>Unit Price Per Acre</b>	<b>Unit Price Per Linear Foot</b>
Turf Grass Area per acre	\$	-
Landscape Area per acre	\$	-
Hard Edge per linear foot	-	\$
Soft Edge per linear foot	-	\$

**Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.**

**SEALED BID • DO NOT OPEN**

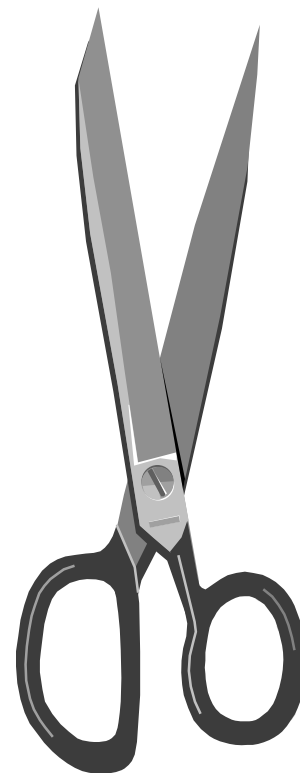
SEALED BID NO.: 167-0018-B(PF)

BID TITLE: **Landscape and Grounds Maintenance,  
Countywide**

DUE DATE/TIME: **December 6, 2016 @ 3:00 P.M.**

SUBMITTED BY: \_\_\_\_\_  
(Name of Company)



DELIVER TO: PURCHASING DEPARTMENT  
Board of County Commissioners  
Annex Building – 6<sup>th</sup> Floor  
400 South Fort Harrison Avenue  
Clearwater, FL 33756



***Please Note:***

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same Web site, [www.pinellascounty.org/purchase/Current\\_Bids1.htm](http://www.pinellascounty.org/purchase/Current_Bids1.htm) , from which you obtained this bid.

Before submitting your bid you should check our Web site to download any addenda that may have been issued. Please remember to sign and return Addenda Acknowledgement Form with completed bid package if applicable.

<b>SUBMIT TO:</b>  PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS 400 S. FT. HARRISON AVENUE ANNEX BUILDING – 6 <sup>TH</sup> FLOOR CLEARWATER, FL 33756		<h1 style="margin: 0;">INVITATION TO BID</h1>
<b>ISSUE DATE:</b> November 3, 2016	<b>BID SUBMITTALS RECEIVED AFTER SUBMITTAL DATE &amp; TIME WILL NOT BE CONSIDERED</b>	
<b>TITLE: Landscape and Grounds Maintenance, Countywide</b>	<b>BID NUMBER:</b> 167-0018-B(PF)	
<b>SUBMITTAL DUE: December 6, 2016 @ 3:00 P.M.</b> <i>AND MAY NOT BE WITHDRAWN FOR 60 DAYS FROM DATE LISTED ABOVE.</i>	<b>Non-Mandatory Site Visit:</b>  See the chart on page 14 for site visits dates and times	
<b>DEADLINE FOR WRITTEN QUESTIONS: November 22, 2016 BY 3:00 P.M.</b>  PATTI FONTAINE AT pfontaine@pinellascounty.org Phone: 727-464-3147 Fax: 727/464-3925		
<p style="text-align: center;"><u>THE MISSION OF PINELLAS COUNTY</u></p> Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.	 Director of Purchasing	

**NOTE: BIDS ARE TO BE SUBMITTED IN DUPLICATE**

**BIDDER MUST COMPLETE THE FOLLOWING**

**BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY AND ARE AGREEING TO ALL OTHER BID TERMS AND CONDITIONS, INCLUDING ALL INSURANCE REQUIREMENTS.**

PAYMENT TERMS: \_\_\_\_% \_\_\_\_DAYS, NET **45** (PER F.S. 218.73)

\*BID DEPOSIT, IF REQUIRED, IS ATTACHED IN THE AMOUNT OF \$ \_\_\_\_\_

**BIDDER (COMPANY NAME):** \_\_\_\_\_ **D/B/A** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY / STATE / ZIP** \_\_\_\_\_

**COMPANY EMAIL ADDRESS:** \_\_\_\_\_ **PHN:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_

**\*REMIT TO NAME:** \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_  
 (As Shown On Company Invoice)

\_\_\_\_\_ **FEIN#** \_\_\_\_\_

Proper Corporate Identity is needed when you submit your bid, especially how your firm is registered with the Florida Division of Corporations. Please visit [www.sunbiz.org](http://www.sunbiz.org) for this information. It is essential to return a copy of your W-9 with your bid. Thank you.

**PRINT NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**I HEREBY AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID, INCLUDING ALL INSURANCE REQUIREMENTS & CERTIFY I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.**

FORMS CHECKLIST	
COPY OF COMPANY INVOICE	
W-9 (TAXPAYER ID)	

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**PRINT NAME/TITLE:** \_\_\_\_\_

**SEE PAGE 72 - 80 SECTION F FOR BID PRICING SUMMARY**

**THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

<b>SECTION A - GENERAL CONDITIONS</b>
---------------------------------------

**1. PREPARATION OF BID:**

Bid will be prepared in accordance with the following:

- (a) Our enclosed Bid Summary is to be used in submitting your bid.
- (b) All information required by the Bid Summary shall be furnished. The bidder should print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Alternate bids will not be considered unless authorized by the Invitation to Bid.
- (e) Proposed delivery time must be shown and shall include Sundays and holidays.
- (f) The County is exempt from all state and federal sales, use, transportation and excise taxes. Taxes of any kind and character, payable on account of the work performed and materials furnished under the award, shall be paid by the bidder and deemed to have been included in the bid. The Laws of the State of Florida provide that sales and use taxes are payable by the bidder upon the tangible personal property incorporated in the work and such taxes shall be paid by the bidder and be deemed to have been included in the bid.
- (g) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (h) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. Plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the vendor.
- (i) Bidders are advised that all County Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

**2. DESCRIPTION OF SUPPLIES:**

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

**3. ALTERNATES:**

Unless otherwise provided in an Invitation to Bid or Request for Proposals, ALTERNATIVES may be included in the plans, specifications, and/or proposals. When included, the Bidder or Offerer shall indicate on the proposal the cost of said alternate and sum to be deducted or added to the Base Bid. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein.

**4. SUBMISSION OF BID:**

- (a) Bids or proposals shall be submitted utilizing recycled paper copied on both sides' wherever possible. Failure to comply could result in the bid or proposal being rejected.
- (b) Bid and changes thereto shall be enclosed in sealed envelopes addressed to the Purchasing Department, Pinellas County. The name and address of the bidder, the date and hour of the bid submittal and the material or service bid on shall be placed on the outside of the envelope.
- (c) Bid must be submitted on the forms furnished. Electronic/facsimile bids will not be considered. The County reserves the right to modify the Bid Proposal by electronic/facsimile notice

**5. REJECTION OF BID:**

- (a) The County may reject a bid if:
  1. The bidder misstates or conceals any material fact in the bid.
  2. The bid does not strictly conform to the law or requirements of bid, including insurance requirements.
  3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which the bid was invited.
- (b) The respective constitutional officer, county administrator on behalf of the board of county commissioners or within his/her delegated financial approval authority, or director of purchasing, within his/her delegated financial approval authority shall have the authority when the public interest will be served thereby to reject all bids or parts of bids at any stage of the procurement process through the award of a contract.

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(c) The County reserves the right to waive minor informalities or irregularities in any bid.

6. **WITHDRAWAL OF BID:**

- (a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.  
 (b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be in writing.

7. **LATE BID OR MODIFICATIONS:**

- (a) Bid and modifications received after the time set for the bid submittal will not be considered. **In addition, late bids will not be accepted, will be rejected and will be returned for any reason. The time clock stamp located in Pinellas County Purchasing Department shall be the official time stamp.** This upholds the integrity of the bidding process.  
 (b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

8. **PUBLIC REVIEW AT BID OPENING:**

**Bids will be opened immediately after the bid submittal date and time (3:00 PM) by the Pinellas County Purchasing Department, 400 South Fort Harrison Avenue, Annex Building, 6th Floor, Clearwater, FL 33756. The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening. Pursuant to Florida Statute, Section 119.071(1)(b)2, all bids submitted shall be subject to review as public records after 30 days from opening, or earlier if an intended decision is reached before the thirty day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secrets claims shall be dispositively determined by a court of law prior to trade secret protection being granted.**

9. **BID TABULATION INQUIRIES:**

Inquiries relating to the results of this bid, prior to the official bid award by the Pinellas County Board of County Commissioners may be made by visiting the Pinellas County Purchasing Office. Tabulations will be posted on the Purchasing Website ([www.pinellascounty.org/purchase/Current\\_Bids1.htm](http://www.pinellascounty.org/purchase/Current_Bids1.htm)) after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

10. **AWARD OF CONTRACT:**

- (a) The contract will be awarded to the lowest responsive, responsible bidder whose bid, conforming to the Invitation to Bid, is most advantageous to Pinellas County, price and other factors considered. For Invitation to Bid for Sale of Real or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.  
 (b) The County reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. See Rejection of Bids.  
 (c) If two or more bids received are for the same total amount or unit price, or in the case of proposals, the qualifications, quality and service are equal, the contract shall be awarded to the local bidder/proposer. A local firm is defined as a firm with headquarters in geographical Pinellas County. Headquarters shall mean the office location that serves as the administrative center and principal place of business. If two or more bids received are for the same total amount or unit price or in the case of proposals, the qualifications, quality and service are equal and no firms are deemed local, then the contract shall be awarded by drawing lots in public.  
 (d) Prices quoted must be FOB Pinellas County with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.  
 (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder, shall result in a binding contract without further action by either party.

11. **BIDS FROM RELATED PARTIES OR MULTIPLE BIDS RECEIVED FROM ONE VENDOR:**

Where two (2) or more related parties each submit a bid or proposal or multiple bids are received from one (1) vendor, for any contract, such bids or proposals shall be judged non-responsive. Related parties mean bidders or proposers or the principles thereof, which have a direct or indirect ownership interest in another bidder or proposer for the same contract or in which a parent company or the principles thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same contract.

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12. **LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:**

The laws of the State of Florida apply to any purchase made under this Invitation to bid. Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA as applicable to this contract.

13. **PROVISION FOR OTHER AGENCIES:**

Unless otherwise stipulated by the bidder, the bidder agrees to make available to all Government agencies, departments, and municipalities the bid prices submitted in accordance with said bid terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

14. **COLLUSION:**

The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".

15. **CONTRACTOR LICENSE REQUIREMENT:**

All contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.

16. **SAFETY DATA SHEETS REQUIREMENTS:**

If any chemicals, materials, or products containing toxic substances, in accordance with OSHA Hazardous Communications Standards, are contained in the products purchased by the County as a result of this bid, the successful bidder shall provide a Safety Data Sheet at the time of each delivery.

17. **RIGHT TO AUDIT:**

Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-176(j). Records should be maintained for three (3) years from the date of final payment.

18. **PUBLIC ENTITY CRIME AND SCRUTINIZED COMPANIES:**

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and Contractor agrees that its bid and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. Contractor represents and certifies that Contractor is and will at all times remain eligible to bid for and perform the services subject to the requirements of these, and other applicable, laws. Contractor agrees that any contract awarded to Contractor will be subject to termination by the County if Contractor fails to comply or to maintain such compliance.

19. **MULTIPLE COPIES:**

Unless otherwise specified, responses to an Invitation to Bid (ITB) or Request for Proposal (RFP) should be submitted in duplicate.

## SECTION A - GENERAL CONDITIONS

20. **COUNTY INDEMNIFICATION:**

- a) The first ten dollars (\$10) of compensation received by the contractor pursuant to this contract represents specific consideration for the following indemnification: contractor shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said contractor; or by, or in consequence of any neglect in safeguarding the work; or through the use of unacceptable materials in the construction of improvements; or by, or on account of any act or omission, neglect or misconduct of the said contractor; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the County.
- b) Unless specifically prohibited by Florida Law, the successful bidder(s) agrees to indemnify the County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the County.
- c) The duty to defend under this Article is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the CONSULTANT, the COUNTY and any indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to the CONSULTANT. The CONSULTANT'S obligation to indemnify and defend under this Article will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the COUNTY or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

21. **VARIANCE FROM STANDARD TERMS & CONDITIONS:**

All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by bidders prior to submitting a bid on this requirement.

22. **ADA REQUIREMENT FOR PUBLIC NOTICES:**

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727/464-4062 (voice/tdd) fax 727/464-4157, not later than seven days prior to the proceeding.

23. **"OR EQUAL" DETERMINATION:**

Where bidding other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized person.

24. **INSURANCE:**

Notice: The Contractor/Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below (Section C). Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of lowest responsive, responsible bidder may result in the County to vacate the original determination or recommendation and proceed with recommendation to the second lowest, responsive, responsible bidder.

25. **PROCUREMENT POLICY FOR RECYCLED MATERIALS:**

Pinellas County wishes to encourage its bidders to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.

When awarding a purchase of \$5,000 or less, or recommending a purchase in excess of \$5,000 for products, materials, or services, the Director of Purchasing may allow a preference to a responsive bidder who certifies that their product or material contains the greatest percentage of postconsumer material. If they are bidding on paper products they must certify that their materials and/or products contain at least the content recommended by the EPA guidelines.

## SECTION A - GENERAL CONDITIONS

On all bids over fifty thousand dollars (\$50,000) and formal quotes under fifty thousand dollars (\$50,000), or as required by law, the Director of Purchasing shall require vendors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.

Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying bid received.

**DEFINITIONS:**

**Recovered Materials:** Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

**Recycled Materials:** Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

**Postconsumer Materials:** Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

26. **ASBESTOS MATERIALS:**

The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful bidder. The contractor must keep this copy on site at all times during the actual demolition.

27. **PAYMENT/INVOICES:**

SUPPLIER shall submit invoices for payment due as provided herein with such documentation as required by Pinellas County and all payments shall be made in accordance with the requirements of Section 218.70 *et. seq.*, Florida Statutes, "The Local Government Prompt Payment Act." Invoices shall be submitted to the address below unless instructed otherwise on the purchase order, or if no purchase order, by the ordering department:

Finance Division Accounts Payable  
Pinellas County Board of County Commissioners  
P. O. Box 2438  
Clearwater, FL 33757

Each invoice shall include, at a minimum, the Supplier's name, contact information and the standard purchase order number. In order to expedite payment, it is recommended the Supplier also include the information shown in below. The County may dispute any payments invoiced by SUPPLIER in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

**INVOICE INFORMATION:**

**Supplier Information** Company name, mailing address, phone number, contact name and email address as provided on the PO

**Remit To** Billing address to which you are requesting payment be sent

**Invoice Date** Creation date of the invoice



## SECTION A - GENERAL CONDITIONS

<b>Invoice Number</b>	Company tracking number
<b>Shipping Address</b>	Address where goods and/or services were delivered
<b>Ordering Department</b>	Name of ordering department, including name and phone number of contact person
<b>PO Number</b>	Standard purchase order number
<b>Ship Date</b>	Date the goods/services were sent/provided
<b>Quantity</b>	Quantity of goods or services billed
<b>Description</b>	Description of services or goods delivered
<b>Unit Price</b>	Unit price for the quantity of goods/services delivered
<b>Line Total</b>	Amount due by line item
<b>Invoice Total</b>	Sum of all of the line totals for the invoice

Pinellas County offers a credit card payment process (ePayables) through Bank of America. Pinellas County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information please visit Pinellas County purchasing website at [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase).

28. **TAXES:**  
Payments to Pinellas County are subject to applicable Florida taxes.
29. **TERMINATION:**
- (a) Pinellas County reserves the right to terminate this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to terminate or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.
  - (b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Pinellas County.
  - (c) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.
  - (d) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to terminate and obtain from another source, any items/services which have not been delivered within the period of time stated in the proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.
30. **BIDDER CAPABILITY/REFERENCES:**  
Prior to contract award, any bidder may be required show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have comparable commercial and/or government experience, and can provide references, which will satisfy the County. Bidders must furnish a reference list of at least four (4) customers for whom they have performed similar services (SEE SECTION D).
31. **DELIVERY/CLAIMS:**  
Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded to location(s) within Pinellas County. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.

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32. **MATERIAL QUALITY:**  
All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty-four (24) hours of notice to the Contractor at no charge to the County.
33. **WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS:**  
No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail or fax) to the Purchasing Department and received by the date specified in ITB. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.
34. **ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS:**  
The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the County. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a bid to a bidder, which has disclosed its intent to assign or subcontract in its response to the ITB, without exception shall constitute approval for purposes of this Agreement.
35. **EXCEPTIONS:**  
Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid or the attached service agreement it must identify the term and the exception in its response to the Bid. Failure to do so may lead County to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
36. **NON-EXCLUSIVE CONTRACT:**  
Award of this Contract shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.
37. **PUBLIC RECORDS/TRADE SECRETS:** Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes. Except for materials that are "trade secrets" or "confidential" as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation shall belong exclusively to the County.

To the extent that Proposer/Bidder/Quoter desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and Proposer/Bidder/Quoter shall provide an additional copy of the proposal/bid/quote that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the Proposer/Bidder/Quoter Signature Page, Proposer/Bidder/Quoter acknowledges and agrees:

- (i) that after notice from the County that a public records request has been made for the materials designated as a trade secret, the Proposer/Bidder/Quoter shall be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer /Bidder/Quoter will be deemed to have waived the trade secret designation of the materials;

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- (ii) that to the extent that the proposal/bid/quote with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating contract terms, approving any contract based on the proposal/bid/quote, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final contract award;
- (iii) to indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer/Bidder/Quoter, including actions or claims arising from the County's non-disclosure of the trade secret materials.
- (iv) that information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. Proposer/Bidder/Quoter agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County Policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

**Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire proposal/bid/quote document, line item and/or total proposal/bid/quote prices, the work, services, project, goods, and/or products to be provided by Proposer/Bidder/Quoter, or any information, data, or materials that may be part of or incorporated into a contract between the County and the Proposer/Bidder/Quoter is not acceptable to the County and will result in a determination that the proposal/bid/quote is nonresponsive; the classification as trade secret of any other portion of a proposal/bid/quote document may result in a determination that the proposal/bid/quote is nonresponsive.**

38. **LOBBYING:**

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective bidder/proposer/protestor from contacting the purchasing department or the county attorney's office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the bidder/proposer, any member of the bidder's/proposer's staff, any agent or representative of the bidder/proposer, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the board of county commissioners, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a bidder/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director of purchasing.

39. **ADDITIONAL REQUIREMENTS:**

The County reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the County as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

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40. **ADD/DELETE LOCATIONS SERVICES:**

The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.

41. **INTEGRITY OF BID DOCUMENTS:**

Bidders shall use the original Bid Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Bidders may use an attachment as an *addendum* to the Bid Form(s) if sufficient space is not available on the original form for the bidder to enter a complete response. **Any modifications or alterations to the original bid documents by the bidder, whether intentional or otherwise, will constitute grounds for rejection of a bid.** Any such modifications or alterations a bidder wishes to propose must be clearly stated in the bidder's proposal response and presented in the form of an addendum to the original bid documents.

42. **PUBLIC EMERGENCIES:**

It is hereby made a part of this bid that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Vendor/contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

43. **JOINT VENTURES:**

All Bidders intending to submit a bid as a Joint Venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting the bid (see Section 489.119 Florida Statutes).

Joint Venture Firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture Agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

44. **CONFLICT OF INTEREST:**

- a) The Bidder represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The Bidder further represents that no person having any such interest shall be employed by him/her during the agreement term and any extensions. In addition, the Bidder shall not offer gifts or gratuities to County Employees as County Employees are not permitted to accept gifts or gratuities. By signing this bid document, the Bidder acknowledges that no gifts or gratuities have been offered to County Employees or anyone else involved in this competitive invitation to bid process.
- b) The Bidder shall promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Bidder may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the Bidder. The County agrees to notify the Bidder of its opinion, by certified mail, within thirty days of receipt of notification by the Bidder.
- c) It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:

Pinellas County Clerk of Circuit Court – Division of Inspector General

Phone – (727) 45FRAUD (453-7283)

Fax – 727-464-8386

<b>SECTION A - GENERAL CONDITIONS</b>
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45. **PROTEST PROCEDURE:**

As per Section 2-162 of County Code

(a) *Bid/Proposal protests.* Any prospective bidder or proposer, who is aggrieved by the contents of the bid or proposal package, or any bidder or proposer who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director of purchasing as provided herein. This right to protest is strictly limited to those procurements of goods or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to § 287.055, Florida Statutes, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations or requests for qualifications; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of bidders or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section 2-162 shall not be reviewed.

(b) The purchasing department shall post the recommended award on the departmental website no less than five (5) full business days after the decision to recommend the award is made.

(c) *Requirements to Protest.*

(1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.

(2) If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m., on the fifth full business day after posting of the award recommendation.

(3) The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

(4) A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.

(d) *Rights of interested parties.* Bidders or proposers, other than the protestor, which would be directly affected by the favorable resolution of a protest relating to a recommended award, shall have the right to provide written documentation related to the protested solicitation. Said interested parties shall be solely responsible for determining whether a protest has been filed. Any documentation submitted by an interested party must be filed with the director of purchasing no later than 5:00 p.m. on the fifth full business day after the purchasing department posts notification that a protest has been filed. Any interested party submitting documentation shall bear all costs, including legal representation, relating to the submission.

(e) *Sole remedy.* These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means. Such attempts shall be cause for suspension in accordance with 2-161(b) of this article.

(f) *Lobbying.* Protestors, and interested parties as defined subsection (d), and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any Pinellas County official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office employees. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration.

## SECTION A - GENERAL CONDITIONS

- (g) *Time Limits.* The time limits in which protests must be filed as specified herein may be altered by specific provisions in the Bid/Request for Proposal.
- (h) *Authority to resolve.* The Director of Purchasing shall resolve the protest in a in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. on the tenth full business day after the filing thereof.
- (i) *Review of Purchasing Director's decision.*
- (1) The protesting party may request a review of the Purchasing Director's decision to the County Administrator by delivering written request for review of the decision to the Director of Purchasing by 5:00 p.m. on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, arguments which the bidder/proposer deems relevant to the issues raised in the request to review the decision of the Purchasing Director.
- (2) The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m., on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction.
- (j) *Stay of Procurement During Protests.* There shall be no stay of procurement during protests.

46. **DISPUTE RESOLUTION FOR PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN MATTERS OF INVOICE PAYMENTS:**

Payment of invoices for work performed for Pinellas County Board of County Commissioners (County) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes, the Local Government Prompt Payment Act.

If a dispute should arise as a result of non-payment of a payment request or invoice the following Dispute Resolution process shall apply:

- A. Pinellas County shall notify a vendor in writing within ten (10) days after receipt of an improper invoice, that the invoice is improper. The notice should indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the County. The steps taken by the vendor shall be that of initially contacting the requesting department to validate their invoice and receive a sign off from that entity that would indicate that the invoice in question is in keeping with the terms and conditions of the agreement. Once sign off is obtained, the vendor should then resubmit the invoice as a "Corrected Invoice" to the requesting department which will initiate the payment timeline.
- 1 Requesting department for this purpose is defined as the County department for whom the work is performed.
- 2 Proper invoice for this purpose is defined as an invoice submitted for work performed that meets prior agreed upon terms or conditions to the satisfaction of Pinellas County.
- B. Should a dispute result between the vendor and the County about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the Requesting Department. Each Requesting Department shall assign a representative who shall act as a "Dispute Manager" to resolve the issue at departmental level.
- C. The Dispute Manager shall first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures shall be commenced no later than forty-five (45) days after the date on which the payment request or invoice was received by Pinellas County, and shall not extend beyond sixty (60) days after the date on which the payment request or invoice was received by Pinellas County.

**SECTION A - GENERAL CONDITIONS**

- D. The Dispute Manager should investigate and ascertain that the work, for which the payment request or invoice has been submitted, was performed to Pinellas County's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the Pinellas County representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager shall perform the required investigation and arrive at a solution before or at the sixty (60) days timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The County Administrator or his or her designee shall be the final arbiter in resolving the issue before it becomes a legal matter. The County Administrator or his or her designee will issue their decision in writing.
- E. Pinellas County Dispute Resolution Procedures shall not be subject to Chapter 120 of the Florida Statutes. The procedures shall also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.
- F. Should the dispute be resolved in the County's favor interest charges begin to accrue fifteen (15) days after the final decision made by the County. Should the dispute be resolved in the vendor's favor the County shall pay interest as of the original date the payment was due.
- G. For any legal action to recover any fees due because of the application of sections 218.70 et. seq., Florida Statutes, an award shall be made to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal, to the prevailing party If it is found that the non-prevailing party held back any payment that was the reason for the dispute without having any reasonable lawful basis or fact to dispute the prevailing party's claim to those amounts.
47. **PUBLIC RECORDS – CONTRACTOR'S DUTY**

**If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Pinellas County Board of County Commissioners, Purchasing Department, Operations Manager custodian of public records at 727-464-3311, [purchase@pinellascounty.org](mailto:purchase@pinellascounty.org), Pinellas County Government, Purchasing Department, Operations Manager, 400 S. Ft. Harrison Ave, 6<sup>th</sup> Floor, Clearwater, FL 33756.**

<b>SECTION B - SPECIAL CONDITIONS</b>
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**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**IMPORTANT NOTICE:** Changes have been made to the Insurance process. INSURANCE IS NOW DUE WITH BID SUBMITTAL. See SECTION C – Insurance Requirements.

1. **INTENT:** In accordance with attached specifications, it is the intent of Pinellas County to establish a contract for Landscape and Grounds Maintenance Services, Countywide, as and when required.
2. **QUANTITIES:** Quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous use and/or anticipated needs.
3. **PRICING/PERIOD OF CONTRACT:** Duration of the contract shall be for the period of sixty (60) months from the date of execution of the agreement unless otherwise indicated. Unit prices shall be held firm for the first thirty-six (36) months of the contract. One (1) price adjustment will be allowed for the remaining twenty-four (24) months in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100.

It is the vendor's responsibility to request any pricing adjustment under this provision. The vendor's request for adjustment should be submitted prior to the thirty-seventh (37) month from contract award. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed to continue without pricing adjustment. Any adjustment request received after the thirty-seventh (37) month from contract award may not be considered

4. **NON-MANDATORY SITE VISITS**

The following non-mandatory site visits are being offered in order to give vendors a sampling of the different types of properties requiring landscape and grounds maintenance services in this contract.

Date	PROPERTY GROUP 3 UTILITIES SERVICE LOCATIONS	Time
	Contact Name: Ruth Alber ph. 727-430-6718	
11/15/2016	WE Dunn Reclamation Facility 4111 Dunn Drive, Palm Harbor	8:30 am
	Keller Water Treatment Facility 3655 Keller Circle, Tarpon Springs	9:30 am
	Trinity 3660 Trinity Blvd, Tarpon Springs	10:30 am
	Logan Station 1620 Ridge Road, Largo	12:00 pm
	South Cross Reclamation Facility 7401 54 <sup>th</sup> Ave N, St. Petersburg	2:00 pm
Date	PROPERTY GROUP 1 REAL ESTATE MANAGEMENT SERVICE LOCATION	Time
	Contact Name: Bob Miller (727) 430-6793	
11/16/2016	Energy Plant Parking Lot 501 Bay Avenue, Clearwater 33756 Downtown Clearwater (Sites 1 -10)	8:00 am
	Sheriff's Administration/Public Safety complex 10750 Ulmerton Rd., Largo (Site 21)	Immediately following previous location
	County Justice Center 14250 49 <sup>th</sup> St. N., Clearwater (Sites 15-19 & 27)	Immediately following location
	St. Petersburg courthouse 501 1 <sup>st</sup> Ave. N., St Petersburg (Sites 13 & 14)	Immediately following location



<b>SECTION B - SPECIAL CONDITIONS</b>
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Date	PROPERTY GROUP 2 PUBLIC WORKS SERVICE LOCATIONS	Time
	Contact David Hinrichs at 727-453-3302	
11/17/2016	4550 126 <sup>th</sup> Ave North Clearwater, Florida 33762	8:00 am
	102 <sup>nd</sup> Ave N/County Road 296/Bryan Dairy Road/118 <sup>th</sup> Ave N	Immediately following previous location
	Park Blvd from Intracoastal Waterway to 66 <sup>th</sup> St N	Immediately following previous location
	113 <sup>th</sup> St N/Ridge Road	Immediately following previous location
	McMullen Booth Road	Immediately following previous location

The bidder acknowledges that he has satisfied himself as to the nature and general locations of the work; the general and local conditions, including but not restricted to those bearing upon transportation, disposal, handling, and storage of materials; availability of labor of labor, water, electric power, and roads; and uncertainties of weather, tides or similar physical conditions in Pinellas County, Florida; the confirmation and conditions of the terrain in Pinellas County; and the character of equipment and facilities needed to perform the work contemplated by this contract.

Bidders shall carefully examine the entire service area of the proposed work and adjacent premises as well as the various means of approach and access to each segment. Bidders shall also make all necessary investigations to inform themselves thoroughly as to the facilities necessary for delivering, placing and operating the necessary equipment in order to overcome all difficulties involved in the completion of all the work in accordance with these specifications.

Any failure by the Bidder to acquaint himself with available information shall not relieve them of responsibility for properly estimating the difficulty or cost of successfully performing the work contemplated by this contract. The County assumes no responsibility for any conclusions or interpretations made by the Bidder on the basis of the information made available by the County. The County also assumes no responsibility for any understanding or representations that are not expressly written in the contract and related bid documents. The figures contained therein are approximate. The Bidder is responsible for verifying dimensions, densities, quantities and other applicable conditions. The bidder shall accept no verbal specifications as a result of any tour or conversation. Questions must be submitted as outlined on page one. Any additions or deletions to these specifications shall be made in writing by the Pinellas County Department of Purchasing, via addendum to these specifications.

## SECTION B - SPECIAL CONDITIONS

**5. PERFORMANCE GUARANTEE**

The successful bidder must supply Performance Guarantee in the amount of 100,000.00 prior to execution of the contract or issuance of a Purchase Order. When a performance security is submitted in the form of a bond, all bonds must be signed by an insurance agent who is licensed to do business in the state of Florida. The license may be held by a resident agent or a non-resident agent. The Performance Guarantee will be held through the entire contract period as a guarantee that awarded bidder performs all duties and obligations of this contract

The performance security shall be in the form of a

- performance bond,
- irrevocable letter of credit,
- Performance Guarantee from nationalized bank

**6. SUBCONTRACTORS:**

- 10.1 The use of subcontractors is allowable. The contractor may subcontract certain procedures or operations as required.
- 10.2 The use of a subcontractor must be approved by designated County Representative prior to the initiation of any work.
- 10.3 Proof of proper licensing and insurance for subcontractor will be provided upon request.
- 10.4 The contractor is held responsible for any work performed by any subcontractor engaged.

**7. NOISE ABATEMENT: Contractor must adhere to the all Federal, State, County and City ordinances to include noise abatement.****8. NON-PERFORMANCE**

- 12.1 The contractor will ensure that each maintenance cycle is satisfactorily and thoroughly performed as outlined in these specifications. The deliverables includes all related tasks (example: mowing includes all hand and mechanical mowing, edging, blowing/sweeping, litter/debris removal and grass clump dispersal). The contractor will also ensure that all work associated with each maintenance cycle shall be completed fully within the designated time schedule.
- 12.2 Consistent acts of non-performance as determined by the County shall be deemed a breach of contract obligation and may lead to contract cancellation with cause.

**9. PRE-COMMENCEMENT MEETING:**

Upon award of contract, the County will coordinate a pre-commencement meeting with the successful bidder. The meeting will require bidder and the County Representative to review specific contract details and deliverable documents. Upon (NTP) of the contract, awarded vendor shall provide a dedicated point of contact authorized to make decisions on the vendor's behalf to the designated County representative. Awarded vendor shall bring copies of licenses for staff overseeing: Pesticide Application license, Fertilizer Application license, Certified Arborist Certification and Maintenance of Traffic Certification. Awarded Vendor shall submit their Traffic Safety Plan to be reviewed and approved by Pinellas County. Should contractor plan to use subcontractors, names of subcontractors should be provided to County for approval.

**10. BREACH OF CONTRACT: Failure of Contractor to perform any of the services required by this contract within ten (10) days of receipt of written demand for performance from the County shall constitute breach of contract.****11. PERMITS, FEES AND COSTS IMPOSED BY PINELLAS COUNTY TO BE OBTAINED BY AND/OR BORNE BY CONTRACTOR: The Contractor is responsible for (1) determining and paying any fees that may be necessary to perform this contract and (2) determining and acquiring any and all permits and licenses required by any Federal, State or local government entity, agency or board that may be necessary to perform this contract. The Contractor shall maintain any and all permits and licenses required to complete this contract.**

**SECTION B - SPECIAL CONDITIONS**

12. **WORKSITE SANITATION:** At the end of each workday, the contractor shall remove from the premises the daily accumulation of waste materials or rubbish caused by his operations. Safety hazards will be immediately corrected by the contractor. The contractor is also responsible for ensuring that any subcontractor hired by him or his subcontractors totally cleanup the worksite at the completion of the work. If the contractor fails to clean up at the completion of the work, the County may do so and deduct the cost of such cleanup from the contractor's most current invoice. The contractor will not be responsible for cleaning up debris left by the County's employees, the public utilizing other areas in the vicinity of the worksite, or left by other contractors.
13. **SUBMISSION OF BIDS:**
- Paper documents must be provided, but should be accompanied by an equivalent electronic PDF file. Provide one original and one copy on paper, plus two (2) compact discs (CD). The preferred method is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning.

**Instructions for Providing Files in PDF Format to Pinellas County Government****A. Why does Pinellas County Government want all the documents as PDF files?**

**Answer-** It's much more efficient to go paperless, and PDF is a universal file format that fits perfectly into government workflow processes.

**B. How do I convert my files to PDF format?**

**Answer-** If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.

**C. Should I scan everything and save as PDF?**

**Answer-** Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible\* under Federal ADA guidelines (\*unless the scans are OCR.)

<b>SECTION D – VENDOR REFERENCES</b>
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Notice: The Contractor/Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below (Section C) prior to recommendation for award. Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of lowest responsive, responsible bidder may result in the County to vacate the original determination or recommendation and proceed with recommendation to the second lowest, responsive, responsible bidder.

The Contracted vendor shall obtain and maintain, and require any sub-contractors to obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Contractor shall maintain coverage and provide evidence of insurance for two (2) years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of A- VIII or better.

- a) Bid submittals should include, the Bidder's current Certificate(s) of Insurance in accordance with the insurance requirements listed below. If Bidder does not currently meet insurance requirements, bidder shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place within 10 days after award recommendation.
- b) Within 10 days of **contract award** and prior to commencement of work, Bidder shall email certificate that is compliant with the insurance requirements to [CertsOnly-Portland@ebix.com](mailto:CertsOnly-Portland@ebix.com). If certificate received with bid was a compliant certificate no further action may be necessary. It is imperative that bidder include the unique identifier, which will be supplied by the County's Purchasing Department. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s). **A copy of the endorsement(s) referenced in paragraph d) for Additional Insured shall be attached to the certificate(s) referenced in this paragraph.**
- c) No work shall commence at any project site unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- d) All policies providing liability coverage(s), other than professional liability and workers compensation policies, obtained by the Bidder and any subcontractors to meet the requirements of the Agreement shall be endorsed to include Pinellas County Board of County Commissioners as an Additional Insured.
- e) If any insurance provided pursuant to the Agreement expires prior to the completion of the Work, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished by the Bidder to the County at least thirty (30) days prior to the expiration date.
  - (1) Bidder shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Bidder from its insurer. Notice shall be given by certified mail to: Pinellas County, c/o Ebix BPO, PO Box 257, Portland, MI, 48875-0257; be sure to include your organization's unique identifier, which will be provided upon notice of award. Nothing contained herein shall absolve Bidder of this requirement to provide notice.
  - (2) Should the Bidder, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement, or at its sole discretion may purchase such coverages necessary for the protection of the County and charge the Bidder for such purchase or offset the cost against amounts due to bidder for services completed. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverages purchased or the insurance company or companies used. The decision of the County to purchase such insurance shall in no way be construed to be a waiver of any of its rights under the Agreement.
- f) The County reserves the right, but not the duty, to review and request a copy of the Contractor's most recent annual report or audited financial statement when a self-insured retention (SIR) or deductible exceeds \$50,000.

<b>SECTION D – VENDOR REFERENCES</b>
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- g) If subcontracting is allowed under this Bid, the Prime Bidder shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; *but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.*
- (1) All subcontracts between Bidder and its subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall (1) require each subcontractor to be bound to Bidder to the same extent Bidder is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the subcontractor; (2) provide for the assignment of the subcontracts from Bidder to the County at the election of Owner upon termination of the Contract; (3) provide that County will be an additional indemnified party of the subcontract; (4) provide that the County will be an additional insured on all insurance policies required to be provided by the subcontractor except workers compensation and professional liability; (5) provide waiver of subrogation in favor of the County and other insurance terms and/or conditions as outlined below; (6) assign all warranties directly to the County; and (7) identify the County as an intended third-party beneficiary of the subcontract. Bidder shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the subcontractor will be bound by this Section C and identify to the subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- h) Each insurance policy and/or certificate shall include the following terms and/or conditions:
- (1) The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County. If Bidder is a Joint Venture per Section A. titled Joint Venture of this Bid, Certificate of Insurance and Named Insured must show Joint Venture Legal Entity name and the Joint Venture must comply with the requirements of Section C with regard to limits, terms and conditions, including completed operations coverage.
- (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
- (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- (4) The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- (5) All policies shall be written on a primary, non-contributory basis.
- (6) Any Certificate(s) of Insurance evidencing coverage provided by a leasing company for either workers compensation or commercial general liability shall have a list of covered employees certified by the leasing company attached to the Certificate(s) of Insurance. The County shall have the right, but not the obligation to determine that the Bidder is only using employees named on such list to perform work for the County. Should employees not named be utilized by Bidder, the County, at its option may stop work without penalty to the County until proof of coverage or removal of the employee by the contractor occurs, or alternatively find the Bidder to be in default and take such other protective measures as necessary.
- (7) Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from both the Bidder and subcontractor(s).

**SECTION D – VENDOR REFERENCES**

i) The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

(1) Workers' Compensation Insurance

Limit Florida Statutory

Employers' Liability Limits

Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

(2) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

Limits

Combined Single Limit Per Occurrence	\$ 1,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000

(3) Business Automobile or Trucker's/Garage Liability Insurance covering owned, hired, and non-owned vehicles. If the Bidder does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Bidder can show that this coverage exists under the Commercial General Liability policy.

Limit

Combined Single Limit Per Accident	\$ 1,000,000
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(4) Excess or Umbrella Liability Insurance excess of the primary coverage required, in paragraphs (1), (2), and (3) above:

Limits

Each Occurrence	\$2,000,000
General Aggregate	\$2,000,000

(5) Pollution Legal/Environmental Legal Liability Insurance for pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or "tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

- 1) Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, clean up costs, and the loss of use of tangible property that has not been physically injured or destroyed;

<b>SECTION D – VENDOR REFERENCES</b>
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- 2) Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensation damages.
- 3) Cost of Cleanup/Remediation.

Limits

Per Claim or Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000

For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

**For herbicide and pesticide spraying operations only**, an endorsement to the Commercial General Liability policy that provides Pollution Liability coverage for herbicide and pesticide spraying is acceptable.

- (6) Property Insurance Bidder will be responsible for all damage to its own property, equipment and/or materials.

**SECTION D – VENDOR REFERENCES**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: \_\_\_\_\_

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

HOW LONG IN PRESENT LOCATION: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

TOTAL NUMBER OF CURRENT EMPLOYEES: \_\_\_\_\_ FULL TIME \_\_\_\_\_ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: \_\_\_\_\_

**All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.**

**LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED CONTRACTS WHICH ARE LARGE SCALE OF SIMILAR SIZE FOR:**

1. COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

COMPANY EMAIL ADDRESS: \_\_\_\_\_

2. COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

COMPANY EMAIL ADDRESS: \_\_\_\_\_

3. COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

COMPANY EMAIL ADDRESS: \_\_\_\_\_

4. COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE/FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

COMPANY EMAIL ADDRESS: \_\_\_\_\_



<b>SECTION E – SPECIFICATIONS</b>
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**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**A. OBJECTIVE**

To support Pinellas County's mission and in an effort to maintain the highest quality, service, and responsiveness for its citizens, the County seeks a qualified contractor to provide landscape maintenance services at facilities and properties throughout the County. The goal is to improve and maintain the appearance of County properties. The facilities and properties will include, but are not limited to, office buildings, utilities properties, and medians, right-of-ways, ponds and outparcels.

The bid is divided into three separate property groups as listed below:

- Property Group 1. Real Estate Management Service Locations
- Property Group 2. Public Works Median/Right of Way Pond/Outparcel Service Locations
- Property Group 3. Utilities Service Locations

Each group will have their own individual specifications along with bid submittal and summary sheets.

Each of the three (3) property groups will have an individual contract manager responsible for their locations.

**B. REQUIREMENTS - The following requirements are consistent between all three property groups.**

1. **SUSTAINABILITY:** Pinellas County's Comprehensive Plan includes the following items that are pertinent to this contract.
  - Policy 7.1.9: "Pinellas County shall continue to utilize environmentally beneficial landscape principles, incorporating low maintenance design, integrated pesticide management and will incorporate Florida Yard and Neighborhoods landscape materials and designs, at all new or re-landscaped County properties".
  - Policy 7.3.3: "Recognize that protection and enhancement of the native tree canopy is integral to the County's sustainability ethic and contributes incrementally to improving the local and global climate".
  - Policy 6.1.5: "In recognition of the County's near built-out condition and the fragile balance between the urban interface and its regional parks system and environmental lands, Pinellas County will institutionalize sustainability ethics as a way to help the County's natural reservations remain intact for habitat value and the enjoyment and benefit of future generations".

Pinellas County strongly urges the contractors to implement procedures and practices in carrying out this contract that protect the environment and also conserve energy and natural resources, especially water.

The Contractor is encouraged to become a Green Business Partnership (GBP) which is a voluntary assessment that recognizes businesses, business organizations and local governments for their environmental stewardship and sustainable practices offered through the University of Florida/IFAS Pinellas County Extension, it encourages conservation of resources, waste reduction, energy conservation and cost savings.

Specific practices that the contractor is encouraged to use include the following statements.

- a. Vehicles and gasoline-powered equipment shall be maintained in such a manner as to reduce emissions and noise pollution.
- b. Maintenance activities shall be conducted in such a manner as to not pollute or impact storm water systems which would then impact the watershed to which they belong.
- c. Where possible the contractor shall follow principles and practices that reduce waste and include recycling.
- d. Landscape debris generated as a result of maintenance activities of this contract should be composted by the contractor or through Pinellas County Solid Waste.
- e. In addition, the contractor shall avoid practices that result in the spread of exotic invasive plants
- f. Plants listed as Category I invasive exotics from the Florida Exotic Pest Plant Council (FLEPPC) should be treated with appropriated herbicides and/or removed when they occur in areas being maintained under this contract

<b>SECTION E – SPECIFICATIONS</b>
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**2. LICENSES / CERTIFICATIONS / PERMITS:**

- 2.1 Bidder will supply all necessary licenses, certifications and permits to do the required work in the bid submittal.
- 2.2 All licenses, for the company and employees, must be kept current and copies of new or renewed licenses/certifications must be given to designated County representative.
- 2.3 Contractors' personnel shall be trained, licensed and/or certified to comply with all applicable laws, statutes, ordinances, rules including, but not limited to:
  1. **Best Management Practices:** All landscape maintenance work must be performed by staff certified in Pinellas County Landscape Best Management (BMP) certification program in accordance with Pinellas County Code Article XIII, Chapter 58, Ordinance 10-06: The Landscape Maintenance and Fertilizer Use and Application Ordinance Pinellas County Landscape BMP Certification. The contractor must comply with all rules, regulations and guidelines contained in the ordinance, especially as it relates to handling plant debris/grass clippings generated by maintenance activities (copy of ordinance attached as Exhibit A).
  2. **Pest Control Operator Certification:** Bidder or full-time employee of the bidder must possess a Pest Control Operator (PCO) certification, Ornamental and Turf Pest Control category, issued by the Florida Department of Agriculture and Commercial Services (FDACS) and a FDACS issued Pest Control Business License.
  3. **Worksite Traffic Supervisor:** Bidder or an employee of the bidder must be certified in accordance with Florida Department of Transportation (FDOT) Intermediate Maintenance of Traffic. If traffic control is required, the Manual on Uniform Traffic Devices and the Roadway and Traffic Design Standards, Section 600, shall be used.
  4. **Certified Arborist:** Contractor shall ensure that all tree pruning is to be performed using staff supervised in the field by personnel trained and/or certified in Arboriculture by the International Society of Arboriculture (ISA).
  5. **Occupational Safety and Health Administration (OSHA)** safety standards

**3. EQUIPMENT AND MATERIALS:**

- 3.1 The contractor shall provide all required materials and equipment needed to accomplish all work pertaining to this contract. If the County representative determines the materials and/or equipment being used by the contractor on site is deficient, the contractor shall be notified immediately. The contractor shall remove the materials/equipment from service immediately and until the deficiency is corrected.
- 3.2 Inspection of the contractor's materials/equipment by the County representative shall not relieve the contractor of responsibility for injury to persons or damage to property caused by the operation of the equipment.
- 3.3 The equipment used by the contractor shall be in good repair and shall be maintained so as to produce products as specified.
- 3.4 The contractor shall furnish equipment of a type and quantity to perform the work satisfactorily within the time specified herein.
- 3.5 If, in the opinion of the County representative, the contractor has insufficient equipment on the job to satisfactorily complete the work within the required time, the contractor shall provide additional resources as directed by the County Representative.
- 3.6 A list of equipment owned or leased by the contractor that will be used to accomplish this contract should be included as part of the bid submission (attachment 2 – Asset Management).

**SECTION E – SPECIFICATIONS****4. SITE PROTECTION:**

- 4.1 The contractor shall be solely responsible for all unauthorized cutting, mowing, removal or disposal or damage to landscape plants, including damage to same, due to careless operation of equipment, stockpiling of materials, tracking of landscaped areas by equipment or other incidental damage caused by the contractor's work crews or equipment.
- 4.2 The contractor shall be required to repair or restore said damage promptly at the contractor's expense. Location of existing structures or work of any kind, or the interruption of a utility service resulting from failure to comply with the requirements of the Contract Documents, shall be repaired or restored promptly by, and at the expense of the contractor.
- 4.3 All service and supply operations shall be conducted in such a manner as to maximize public safety and to minimize damage to public and private property.
- 4.4 It shall be a special requirement that workmen wear clothing in compliance with FDOT standards when performing any contractual work operations.
- 4.5 The designated County representative may require the usage of advance warning signs. If traffic control is required, then the FDOT Manual on Uniform Traffic Control Devices and the Roadway and Traffic Design Standards, Section 600 shall be used.

**5. PERSONNEL**

- 5.1 Contractor shall provide all labor, transportation, equipment and supervision necessary to perform the specified services and meet the requirements specified herein. Cost overruns are to be absorbed by Contractor when adding personnel or equipment to meet requirements of the contract.
- 5.2 Contractor shall provide on-site supervision at all times to insure close supervision and inspection of work performed. The term "on-site supervisor" shall be person(s) designated to be at work site and act as point of contact for the County with the ability to communicate with the County representative.
- 5.3 Personnel shall:
  - a) Possess photo identification, either valid driver's license or identification card.
  - b) Possess FDACS identification card when applying pesticides and fertilizers.
  - c) Must possess Pinellas County BMP certification per Pinellas County Landscape Maintenance and Fertilizer Ordinance.
  - d) Wear company uniforms.
  - e) Interact courteously with the public and County staff

**6. COMMUNICATION**

- 5.1 Upon Notice to Proceed (NTP) of contract, communication shall be directed to the designated County representative or designee in writing by electronic email correspondence. Verbal discussion, comments, notices and requests shall not be considered official communication unless followed in writing for confirmation.
- 5.2 Upon NTP of the contract, awarded vendor must provide a dedicated point of contact authorized to make decisions on the vendor's behalf to the designated County representative. Vendor will apprise the County of any changes to their dedicated point of contact over the contract term.

**SECTION E – SPECIFICATIONS****7. ADDING AND DELETING WORK**

- 7.1 Pinellas County reserves the right to add or delete work to this contract at any time. This includes adding or deleting locations or adding, adjusting or deleting cycles. The designated County representative will provide the Contractor a written or electronic notice at least one (1) full maintenance cycle as advance notice of any such adjustment. The written or electronic notice will include the acreage, locations and type of work change and effective dates of each change. The Contractor shall respond back, via e-mail or fax to confirm receipt and acceptance of any changes.
- 7.2 Compensation to the Contractor will be made by using the Bid Submittal average of price per acre or unspecified pricing sheet. Any additional work added to this contract shall be done in full accordance with these specifications.

**SECTION E – SPECIFICATIONS**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**SPECIFICATIONS ON PAGES 28 – 40 ARE SPECIFIC TO:**

**PROPERTY GROUP 1 –  
REAL ESTATE MANAGEMENT SERVICE LOCATIONS**

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS**


**A. OBJECTIVE**

Pinellas County intends to contract for Landscape Maintenance Services for various **Real Estate Management (REM)** locations. The types of services include, but are not limited to; landscape maintenance to include mowing and edging, weeding, tree, shrub and palm pruning and mulching; irrigation system maintenance and repair; pest control, fertilizing and maintenance of perennial groundcover beds.

This contract for Landscape Maintenance Services will encompass various facilities and locations throughout the County. The Contractor shall be responsible for all labor, materials and equipment necessary for the proper care and maintenance of the landscaping, irrigation (including repair) and related landscaping structures and systems within the property and all reporting measures required for administration as described in the contract specifications.

The Contractor must adhere to the County's requirements for licenses, certifications and permits and be able to provide the insurance coverage required. Contractor must maintain a high level of communication with designated County staff following the requirements of the established schedule and with submitting appropriate reports and documentation as required.

**B. BACKGROUND**

There are twenty-seven (27) County locations included with the REM Group. The services required are defined by a 'work cycle' that occurs up to thirty-eight (38) times per year with weekly service April thru October and bi-weekly service November thru March. The contractor shall complete each cycle in accordance with the schedule unless modified by the Pinellas County representative. The work specified will be paid per cycle in equal payments 

The following specifications are set as the minimums to gain the desired healthy and attractive landscaping.

The following items have been included for explanation:

Table A: REM Service Locations  
Exhibit A: Pinellas County Ordinance

**C. CONTRACT PERFORMANCE:****1. COMMUNICATION**

1.1 Following the award of contract, the designated County representative shall be from the following department:

Parks and Conservation Resources Department  
12520 Ulmerton Road  
Largo, FL 33774  
Phone: 727-582-2100  
Fax: 727-582-2550

**2. DELIVERABLES**

- 2.1 At the conclusion of each working day, all required work shall be completed within the longitudinal limits worked in compliance with specifications.
- 2.2 Upon completion of the entire maintenance cycle of each site, the Contractor shall notify the County that all work is complete and ready for final inspections. The County shall inspect all work and any work rejected must be completed within five (5) working days and prior to submittal of payment request to the County.
- 2.3 Tasks not compliant with specifications shall be completed by the contractor and approved by the County representative before payment shall be approved.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED**

2.4 Any authorization for additional work shall be in writing. Failure to do so shall be deemed unauthorized work and shall result in non-payment.

**3. INSPECTION OF SERVICES** 

3.1 All work must be inspected and verified as being completed by Pinellas County before payment can be processed.

3.2 The contractor shall indicate the start date of service for each location and type of work to be performed. Pinellas County reserves the right to make, or cause to be made, such inspections whenever necessary to ascertain that Services are being fulfilled.

3.3 Deficiencies noted shall be submitted, in writing, to the Contractor. Contractor shall promptly correct deficiencies at its expense; see Section B, Special Conditions, paragraph 9, Non-Performance.

**4. MAINTENANCE OF TRAFFIC:**

4.1 The work specified under this section consists of safely maintaining vehicular, bicycle and pedestrian traffic within the limits of the project and compliance with traffic safety requirements for all maintenance operations.

4.2 The contractor shall not be permitted to isolate residences or places of business and must provide safe entrance and exit during all normal business hours.

4.3 Contractor shall refrain from blocking areas with tools, equipment and materials and accomplish the work so as not to disrupt the normal activities of the any county facility.

4.4 The contractor shall furnish, erect and maintain all necessary traffic control and safety devices, in accordance with the approved Maintenance of Traffic Plan and latest editions of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, State of Florida, Department of Transportation, Design Standards for Design, Construction, Maintenance and Utility Operations of the State Highway System, and the Florida Highway Administration's Manual on Uniform Traffic Control Devices, (MUTCD) Part VI, applicable edition, and shall take all necessary precautions for the protection of the workers and the safety of the public for the duration of the contract period.

4.5 Watering operations shall comply with Florida Department of Transportation Standard Index 600.

4.6 Mowing operations and landscape maintenance operations shall comply with MUTCD Typical Application 6H-1. If the contractor implements lane closure, FDOT Standard Index 600 shall be complied with.

4.7 The contractor will submit, with the bid submittal, proof of a Worksite Traffic Supervisor certified in accordance with FDOT Intermediate Maintenance of Traffic.

4.8 Contractor shall submit their Traffic Safety Plan prior to award or at pre-commencement meeting. The Traffic Safety Plan is to be reviewed and approved by Pinellas County Parks and Conservation Resources Department, 12520 Ulmerton Rd, Largo, FL 33774.

4.9 A copy of the approved Maintenance of Traffic Plan shall be available in the field at any time the contractor is working on the job.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED**

- 4.10 When machines or other equipment are required to cross the travel way in order to perform landscape maintenance activities, the contractor shall select a location that provides an unobstructed sight distance of at least 500 feet. The operator shall stop before crossing the travel way and permit closely approaching vehicles to pass before crossing. Operations should be planned to minimize crossings.
- 4.11 Costs associated with maintenance of traffic are to be included in the vendor's price proposal.

**5. POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):**

- 5.1 The contractor will follow all rules and regulations for both dry and wet Storm Water Retention Ponds as outlined by National Pollutant Discharge Elimination System (NPDES) requirements and any local ordinances. This includes, but not limited to, any records, logs, and reports required. Cycle invoices will include number of bags of trash/debris collected by Contractor.
- 5.2 These records, logs, and reports will be delivered to the designated County representative on the first working day of each calendar quarter.

- 6. HAZARDOUS MATERIALS:** Hazardous materials found by the contractor, are not to be TOUCHED or HANDLED by the contractor if hazardous materials are discovered, IMMEDIATELY report the finding to the designated County representative.

**7. PROSECUTION OF WORK ON SATURDAYS, SUNDAYS AND RECOGNIZED HOLIDAYS:**

- 7.1 Work shall not be permitted on Saturdays, Sundays and recognized holidays unless the contractor has requested an exception from the designated County representative. The County representative shall receive request for permission to work no less than twenty-four (24) hours prior to the workday.
- 7.2 County designated holidays include: New Years Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day or any other Holiday as designated by Pinellas County Government.

**D. PERFORMANCE REQUIREMENTS**

- 1. LOCATIONS AND ACREAGE:** See Table A for locations of County property and size of areas for required turf maintenance and landscape maintenance services.
- 2. WORK CYCLES:** Unless otherwise specified, cycles will be weekly from April thru October and bi-weekly from November thru March not to exceed thirty-eight (38) cycles per year. Contractor must meet the schedule unless agreed upon in writing in advance with the designated County representative.
- 2.1 A cycle week is defined as Monday through Friday unless otherwise approved by designated County representative.
- 2.2 Additional cycles may be requested by the County; cycle pricing will be as bid.
- 2.3 Cycles are designated as Maintenance Class 1, Class 2 or Class 3:

**MAINTENANCE CLASS 1**

Maintenance Class 1 consists of full-service landscape maintenance to include litter and debris pick-up, mowing, edging, trimming and blowing. Tree, ornamental shrub, ground cover trimming and bed maintenance shall be performed with every mowing to provide a manicured and weed-free appearance at all times. Fertilization of turf, trees and ornamentals is twice a year in March and October. Pest control is to be performed on an as needed basis for turf, trees, ornamental shrubs and ground covers utilizing BMP's and IPM and following FDACS statutes/rules. Perform monthly irrigation inspections and zone checks. Properties typical of this level of service include high public visibility office buildings and courthouse complexes.



## SECTION E – SPECIFICATIONS

### PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED

#### **MAINTENANCE CLASS 2**

Maintenance Class 2 is consistent with class one services without fertilization and pest control. Properties typical of this level of service include stand-alone buildings and facilities with lesser visibility and public access.

#### **MAINTENANCE CLASS 3**

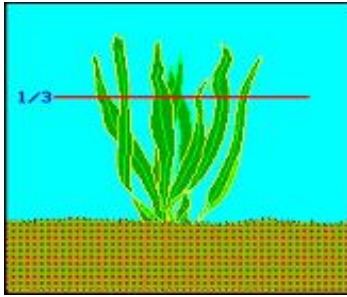
Maintenance Class 3 Service is the same standard as class 1 & 2 excluding fertilization, pest control and irrigation.

2.4 Some cycles will include specialized services, for example:

Batteries for Irrigation System controls are replaced twice per year; April and October.  
Mulch is refurbished once per year; November thru March.

### **3. LANDSCAPE MAINTENANCE REQUIREMENTS:**

**3.1 MOWING AND GENERAL TURF MAINTENANCE:** Mowing of all turf areas shall be accomplished with each cycle.



**Figure 1 - Remove no more than 1/3 of the grass blade during a mowing cycle**



**Figure 2 - Remove Large Clumps of Clippings by Mechanical Blowing or Collecting**

- 3.1.1 To avoid damaging grass, the contractor will cut to a mowing height of four (4) inches with an acceptable variance of one-half inch (1/2") unless otherwise agreed upon by designated County representative (as shown in Figure 1).
- 3.1.2 Prior to mowing any area, paper and other litter shall be removed.
- 3.1.3 The cutting edges of mower blades shall be maintained to provide sharp smooth cuts without fraying grass blades or damaging turf.
- 3.1.4 Contractor will leave clippings on turf areas as long as no readily visible clumps remain on the grass surface 36 hours after mowing (as shown in Figure 2). Otherwise, contractor will distribute large clumps of clippings by mechanical blowing or by collecting and removing them.
- 3.1.5 Contractor will hard and soft edge tree rings, plant beds and all buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass concurrently with mowing.
- 3.1.6 Turf around sprinkler heads will be trimmed or treated with a non-selective herbicide so as to not interfere with or intercept water output. Isolated trees and shrubs growing in turf areas will require mulched areas around them (minimum 2-foot diameter) to avoid bark injury from mowers and string trimmers and to reduce root competition from grass.

## SECTION E – SPECIFICATIONS

### PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED

- 3.1.7 Contractor will clean all clippings from sidewalks, curbs, and roadways immediately after mowing and/or edging. Contractor will not sweep, blow or otherwise dispose of clippings in sewer or storm water drains. Adjacent sidewalks, parking lots, roadways, stairways are to be swept or blown off concurrently with mowing operation.
- 3.1.8 Expansion joints and other cracks are to be sprayed with approved herbicide (Glyphosate) where grass or weeds are growing. Any chemical other than the appropriate herbicide (Glyphosate) must be approved by the designated County representative prior to use.
- 3.1.9 Grass debris shall be blown onto turf areas or collected for disposal. Other debris is to be swept or blown off including hand *removal* of sand, rocks or any unsightly debris, and hauled away. At no time will debris be blown or swept into streets or parking lots and not removed.
- 3.1.10 Contractor must meet all guidelines for National Pollution Discharge Elimination System (NPDES) and Pinellas County Landscape Best Management Practice (BMP) certification program in accordance with Pinellas County Code Article XIII, Chapter 58, Ordinance 10-06: The Landscape Maintenance and Fertilizer Use and Application Ordinance (see Exhibit A).
- 3.2 PONDS, SLOPES AND STORM WATER RELATED AREAS:** Pinellas County is responsible for the maintenance of various types of ponds for storm water management on county properties and roadways. It is the responsibility of the contractor to know the difference between the types of ponds and the maintenance requirement for those ponds. Damage to structures, plantings and turf caused by the contractor's maintenance activities are the sole responsibility of the contractor.

#### Landscape Materials and Environmental Pond Plantings:

- 3.2.1 It is imperative that the contractor and his staff be familiar with ponds that may be included in this contract and be able to correctly perform landscape maintenance in and around them. Failure to do so will result in the contractor being liable for replacement of plant materials or repair of the pond and related structures.
- 3.2.2 The contractor shall instruct employees that landscape plant materials and environmental pond plantings shall not be mowed and they should be aware of plant locations in order to protect the County's investment. These ponds are clearly identified with signage on access gates and/or structures with a letter designation and number as indicated below.
- 3.2.3 Contractor shall replace any landscape materials and environmental pond plantings that are damaged, if caused by the contractor or any agents of the contractor, at no cost to the County.

#### Pond & Parcel Designations

- **AP = Attenuation Pond:** Storm water basin that detains water volume but does not have permitting treatment requirements. Seasonal water table may be above/below pond bottom. Grass areas to be mowed includes top of berms and side slopes to water's edge.
- **DE = Dry Pond with Effluent Filter:** Filter system usually located at the lower side slope, but may be in one or more beds in the pond bottom. Ponds should recover to the filter control elevation within 72 hours following the last storm water runoff in to the pond. Typically has a grassed bottom requiring mowing. Hand mowing may be required to avoid damaging filtration beds. Extensive quantity of grass clipping can block filter bed function if mowing interval is too long.
- **DP = Dry Pond (Retention):** Percolation, typically having a grassed bottom requiring mowing. Steep side slopes or loose sandy solid may limit or prohibit use of large machine mowers on slopes or bottom.
- **M = Mitigation Pond Site:** A manmade or natural habitat that is compensatory in nature to replace or offset primary or secondary impacts to regulated environmental lands. Grass areas to be mowed may include upland and transitional areas and access berms.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED**

- **MWL = Wet Detention Pond** having mitigation requirements: Permanent pool of water with a vegetated littoral zone utilizing a control structure to detain water for quality and quantity. Mown grass areas include berm and side slopes to water's edge, which may have desirable vegetation planted above the stand pool of water, which requires careful mowing. Specific vegetation requirements exist within the littoral zone/slope plantings. **THESE AREAS ARE NEVER TO BE MOWN.** Grass areas to be mowed include berm and side slopes to the water's edge or limits of plantings.
  - **WE = Wet Pond with Effluent Filtration:** Water quality treatment through filtration. No littoral vegetation (biological) requirements. Filter system is in side slope at or above Seasonal High Water (SHW) creating a permanent pool of water. Grass areas to be mowed include berm and side slopes to the water's edge or filter bed.
  - **WL = Wet Detention Pond:** Permanent pool of water with a vegetated littoral zone utilizing a control structure to detain water for quality and quantity. Grass areas to be mowed include berms and side slopes to the water's edge.
- 3.2.4 Where appropriate storm water retention areas will be maintained the same as other landscaped areas. This includes banks, slopes, and bottoms (when dry). Hand trimming may be necessary around outfall structures and drainage piping.
- 3.2.5 Slope; greater or steeper than four to one (4:1) shall be cut to a five-inch (5") height, with an acceptable variance of one-half inch, unless otherwise agreed upon by the designated County representative in writing. All mowing shall be performed in a manner to avoid scalping, erosion or soil destabilization.
- 3.2.6 Wet ditch areas that cannot be easily mowed by conventional means shall be mowed by hand with the use of filament string trimmers to protect the integrity of the grade and prevent turf damage.
- 3.2.7 Contours: Where landscaping has been established or natural landscaping has been preserved, mowing shall conform to the established mowing contours

**3.3 WEEDING:**

- 3.3.1 Grass and weeds (living and dead) growing in and around annual/perennial plants beds, shrubs, trees, sidewalks, curbing, and buildings shall be removed with each maintenance cycle and the general landscape shall be kept free of weeds and maintained to a clean finished appearance. This can be accomplished by manual, mechanical or chemical methods.
- 3.3.2 Following any chemical application, dead weeds shall be removed within fourteen (14) calendar days. A pre-emergent granular herbicide may be applied at the contractor's option and expense to reduce weed growth.
- 3.3.3 In no case, will manual or mechanical methods used be allowed to cause damage to plants or tree/shrub bark.
- 3.3.4 At the discretion of the County, plant materials damaged by the contractor's weed maintenance activities shall be replaced at the expense of the contractor.
- 3.3.5 Chemical edging can be used around fence lines, walkways and curbing.
- 3.3.6 Fence areas treated with chemicals will not exceed three (3) inches on either side of the fence.
- 3.3.7 Weeds and grass around fence line will not be allowed to exceed six (6) inches in height.
- 3.3.8 Volunteer seedlings of palms, trees and exotic invasive plants shall not be allowed to grow in fence lines.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED**

**3.4 TREE/SHRUB/PALM PRUNING:**

- 3.4.1 Contractor shall prune with each cycle and ensure that all pruning is to be performed using staff supervised in the field by personnel trained and/or certified in Horticulture and/or Arboriculture as applicable. This is to insure proper pruning for tree and plant health.
- 3.4.2 The contractor shall have a Certified Arborist on staff for tree trimming oversight.
- 3.4.3 Pruning includes the removal of dead, dying, or diseased limbs and removal of objectionable and weak limbs. Wherever possible, this should be done in such a manner as to maintain the natural shape of trees and shrubs.
- 3.4.4 All shrubs shall be trimmed/pruned according to good horticultural practices with individual plants and hedges being pruned so that the base of the plant is slightly wider than the top.
- 3.4.5 Crape Myrtles SHALL NOT be hard-pruned or topped or pollarded and shall not have twigs larger than one quarter (¼) inch in diameter removed except for where they interfere with mowing operations or create sight-line hazards.
- 3.4.6 When maintaining hedges and shrub plantings, the contractor must remove any volunteer trees/shrubs that begin to grow in them. This includes seedlings of oaks, cabbage palms and exotic invasive plants such as Brazilian Pepper. These plantings should be kept to the original plant species that was installed as much as possible and any deviation from this must be approved by the designated County Representative.
- 3.4.7 Palms to ten (10) feet shall be trimmed of flower stalks or spent seedpods and dead fronds. Only brown or damaged fronds shall be removed and in no case are palm fronds, growing above the horizontal, to be removed. **Palms SHALL NOT be hurricane pruned.** All palm debris shall be removed from sidewalks and parking areas with each cycle.
- 3.4.8 The contractor will trim all tree limbs that cross any sidewalk or parking lot that do not conform to State or Federal ADA requirements. The lower branches of all trees shall be pruned, as needed, for ease of mowing and for clearance of ten (10) feet above all sidewalks, parking lots, driveways and roadways.
- 3.4.9 All trimmings are to be removed from County property on the same day of service.
- 3.4.10 Pruning shall be done following the principals and practices as outlined in the Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industry" and as agreed upon with the designated County representative and as prescribed in relevant publications from University of Florida Institute of Food and Agriculture Sciences Extension (UF-IFAS) and International Society of Arboriculture (ISA).
- 3.4.11 At the discretion of the County, plant materials damaged by the contractor's pruning activities shall be replaced at the expense of the contractor.

**3.5 MULCHING:**

- 3.5.1 All landscaped areas including mulched pathways shall have mulch refurbished once annually, October thru March, to a depth of two (2) inches total unless otherwise directed by the County representative.
- 3.5.2 Mulch should not be in contact with tree or shrub trunks or bury branches. The contractor shall use grade A cypress mulch, cocoa brown hardwood mulch, County recycled mulch or other approved material as agreed upon by the designated County representative. Transport charges associated with mulching shall be at the contractor's expense. **Mulching shall be invoiced separately from the cycle maintenance costs.**

## SECTION E – SPECIFICATIONS

### PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED

- 3.5.3 To prevent weed growth, plant beds may be treated with a pre-emergent granular herbicide applied at the contractor's option and expense.

For more information on obtaining County recycled mulch, please contact:

Pinellas County Solid Waste Department  
Administration Reception  
3115 114<sup>th</sup> Avenue N  
St. Petersburg, FL 33716  
Phone Number: 727-464-7500

#### **3.6 IRRIGATION SYSTEM MAINTENANCE AND REPAIR:**

- 3.6.1 The contractor will maintain and repair irrigation systems associated with each location where applicable.
- 3.6.2 Monthly zone check inspections are to include head/emitter cleaning and/or replacement, filter cleaning, small leaks and timer adjustments with County paying for parts. **Following maintenance, repairs shall be quoted using miscellaneous services pricing submitted with bid and be invoiced separately from the cycle maintenance costs.** No repair work will commence without approval of the designated County representative.
- 3.6.3 Notwithstanding any provisions herein to the contrary, watering of turf grass areas will be in accordance with local laws or regulations. Frequency of watering to be determined based on principles and practices as outlined in the Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" and as agreed upon with designated County representative.

Publication Link: [http://fyn.ifas.ufl.edu/pdf/GIBMP\\_Manual\\_WEB\\_2\\_17\\_11.pdf](http://fyn.ifas.ufl.edu/pdf/GIBMP_Manual_WEB_2_17_11.pdf)

#### **3.7 PEST CONTROL:**

- 3.7.1 Fire ant control shall be accomplished utilizing an insecticide on an as-needed basis.
- 3.7.2 Insect, disease and weed control for turf grass, trees and plants shall be provided using Integrated Pest Management (IPM) and Best Management Practices (BMP's). The contractor shall inspect turf, trees and plants each visit for indications of pest problems and upon confirmation of a specific problem requiring treatment the contractor will apply pesticides using the least toxic and most effective pesticide.
- 3.7.3 All applications of pesticides and fertilizations will be performed when temperatures are below 90°F and wind drift is negligible. The contractor will keep records on pests identified and treatment(s) rendered for control as required by law and provide copies of application records to the designated County representative.
- 3.7.4 The cost of insect, disease and weed related pesticide applications shall be considered a part of the cycle maintenance costs.
- 3.7.5 Replacement of dead/damaged turf grass, trees and plants due to insufficient/incorrect pest control will be the sole responsibility and at the expense of the contractor.
- 3.7.6 All pesticides and herbicides shall be applied in a manner consistent with the manufacture's label and all Federal, State, and Local laws and guidelines, paying particular care to avoid any chemical drift according to label requirements.
- 3.7.7 The contractor shall be responsible for any damage to County property or adjoining public or private property as a result of chemical application, drift and/or chemical spill.
- 3.7.8 Public notification placard(s) shall be placed at all sites following pesticide or herbicide applications where required.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT SERVICE LOCATIONS - CONTINUED**

- 3.7.9 The contractor shall maintain a comprehensive file of all labels and Material Safety Data Sheets for any chemical product used in this contract. The contractor shall also provide a duplicate hardcopy of this same information to the County representative prior to usage.

**3.8 FERTILIZERS:**

- 3.8.1 A slow release fertilizer with analysis that complies with the Pinellas County Fertilizer Ordinance and approved by the designated County representative, shall be applied to all turf and landscape areas per the document - IFAS General Recommendations for Fertilization of Turfgrasses on Florida Soils - Fact Sheet SL-21, one of a series of the Soil and Water Science Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Original publication date, May 1991. Revised: May 2007. Reviewed: July 2010. Please visit the EDIS Website at <http://edis.ifas.ufl.edu>
- 3.8.2 All fertilizing shall be done in accordance to all Federal, State, County and local laws, statutes and ordinances and following the principals and practices as outlined in the Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" and as agreed upon with the designated County representative.  
[http://fyn.ifas.ufl.edu/pdf/GIBMP\\_Manual\\_WEB\\_2\\_17\\_11.pdf](http://fyn.ifas.ufl.edu/pdf/GIBMP_Manual_WEB_2_17_11.pdf)
- 3.8.3 The contractor will apply fertilizer twice annually in March and October.
- 3.8.4 The contractor shall provide the County Representative with a copy of labels and application record.
- 3.8.5 Fertilizer will be blown or swept off of walks and drives into turf or beds.
- 3.8.6 The cost associated with fertilizing shall be included in the unit maintenance costs.
- 3.8.7 Replacement of dead/damaged turf grass, trees and plants due to incorrect/insufficient fertilization will be the sole responsibility and at the expense of the contractor.

**4. SUMMARY OF REFERENCED DOCUMENTS:**

- Florida Department of Agriculture and Commercial Services (FDACS): <http://www.freshfromflorida.com/>
- Florida Nursery, Growers and Landscape Association (FNGLA). <http://www.fn gla.org/>
- Florida Department of Transportation (FDOT): <http://www.dot.state.fl.us/>
- International Society of Arboriculture (ISA): <http://www.isa-arbor.com>
- Florida Statutes: <http://www.leg.state.fl.us/statutes/>
- Florida Administrative Code: <https://www.flrules.org/Default.asp>
- Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries":  
[http://fyn.ifas.ufl.edu/pdf/GIBMP\\_Manual\\_WEB\\_2\\_17\\_11.pdf](http://fyn.ifas.ufl.edu/pdf/GIBMP_Manual_WEB_2_17_11.pdf)
- University of Florida. Institute of Food and Agricultural Sciences, Florida Cooperative Extension Service:  
<http://edis.ifas.ufl.edu>

## SECTION E – SPECIFICATIONS

TABLE A: REM SERVICE LOCATIONS

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
1	1	<b>Downtown Clearwater Location 1:</b> Includes area approximately bounded by Chestnut, Oak, Bay & Rogers and includes parking areas and the following buildings: Building - 201 Rogers St., Clearwater Building – 520 Oak St. Clearwater Building - 510 Bay Ave., Clearwater	38	0.87	.58	11,017
						700
2	1	<b>Downtown Clearwater Location 2:</b> Includes area bounded by Ft. Harrison, Court, & Chestnut and includes parking areas and the following buildings: 324 S. Ft. Harrison, Clearwater 400 S. Ft. Harrison, Clearwater 315 Court St., Clearwater	38	0.26	1.36	5,986
						200
3	1	<b>Downtown Clearwater Location 3:</b> Includes area approximately bounded by Court, Ft Harrison & Osceola and includes parking areas and the following buildings: 440 Court St., Clearwater, including parking lot and any islands	38	0.03	.21	806
						50
4	1	<b>Downtown Clearwater Location 4:</b> Includes building and parking areas at 14 S Ft Harrison, Clearwater Includes parking lot only bounded by Pierce, Park, Ft Harrison & PSTA Clearwater Terminal	38	.15	.30	1,708
						200
5	1	<b>Downtown Clearwater Location 5:</b> Includes buildings only located at 303 and 333 Chestnut St., Clearwater, and alley way south of 333 Chestnut St. (leased from Church)	38	0.15	.15	1,708
						200
6	1	<b>Downtown Clearwater Location 5:</b> Includes building, grounds and two-story parking garage adjacent, located at 310 Court Street, Clearwater	38	0.06	.44	1,882
						600
7	3	<b>Downtown Clearwater Location 7:</b> Includes parking lot at 601 Court St. Clearwater, Fl.	38	0.08	.07	598
						50
8	2	<b>Downtown Clearwater Location 8:</b> Included building located at 631 Chestnut St., Clearwater, and adjoining vacant lot and parking lot accessed off of Turner (approx. address 640 Turner St)	38	0.04	.06	1,412
						600
9	1	<b>Downtown Clearwater Location 9:</b> Includes area bounded by Chestnut, East St, Turner and Myrtle, parking lot located at corner of Myrtle & Chestnut and building located 509 East Ave., Clearwater (including courtyard @ 509 East Ave)	38	0.14	.26	2,366
						300

## SECTION E – SPECIFICATIONS

**TABLE A: REM SERVICE LOCATIONS CONTINUED**

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINER FEET)
10	3	<b>Downtown Clearwater Location 10:</b> Includes parking lot located at approximate address of 641 Turner St., Clearwater – bounded on east by Pinellas Trail.	38	0.23	.12	2,009
						400
11	2	<b>North County Location 11:</b> Includes building, parking, grounds and maintenance building located at 29582 U.S. 19 North, Clearwater	38	5.02	.10	2,085
						1,434
12	1	<b>St. Petersburg Location 12:</b> Includes building, grounds and parking located at 1800 – 66th Street N., St. Petersburg	38	1.1	.03	5,375
						500
13	1	<b>Downtown St. Petersburg Location 13:</b> Includes building, parking and grounds at 647 -1st Avenue N. St. Petersburg	38	0.55	.07	2,990
						200
14	1	<b>Downtown St. Petersburg Location 14:</b> Includes area approximately bounded by 1st Ave N, 6th St N, Mirror Lake Dr N and 5th St N. and includes grounds, parking areas and the following buildings: 150 – 5th Street N., St. Petersburg 545 -1st Avenue N. St. Petersburg 501 -1st Avenue N, St. Petersburg	38	1.4	.24	6,390
						500
15	3	<b>Central County Location 15:</b> Includes grounds around Surplus Warehouse Building 14390 Roosevelt Blvd., Clearwater	38	.98	.005	30
						40
16	3	<b>Central County Location 16:</b> Included buildings and grounds at Fleet Sub-Station 14204 46th St N, Clearwater	38	.11	0	270
						897
17	3	<b>Central County Location 17:</b> Includes area bounded by 144th Ave N, 49th St N and 46th St N. includes parking and grounds and the following buildings: Sheriff's Technical Services Building 4801 145th Ave N, Clearwater; Sheriff's Evidence Storage Building 4707 145th Ave N, Clearwater; Sheriff's Central Distribution Building 4645 145th Ave N, Clearwater	38	3	.02	1,085
						3,618
18	2	<b>Central County Location 18:</b> Includes parking, grounds and building - Clerks Record Retention 14155 49th St. North, Clearwater	38	1.35	.006	0
						301
19	1	<b>Central County Location 19:</b> Includes parking, grounds, internal courtyards and Sculpture Garden located at Criminal Justice Center 14250 49th St North, Clearwater	38	0.94	1.43	13,049
						1,676



## SECTION E – SPECIFICATIONS

**TABLE A: REM SERVICE LOCATIONS CONTINUED**

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
20	2	<b>Central County Location 20:</b> Includes grounds, parking and building located at the K9 Training Facility, 3410 118" Ave N, Clearwater and the Pinellas County Sheriff Office Firing Range 11700 34th St. N, Clearwater (next to the K9 Training Facility)	38	2.7	.02	4,235
						3,060
21	1	<b>Central County Location 21:</b> Includes grounds, parking and buildings on Ulmerton Rd just west of Seminole Blvd: Sheriff's Administration/Public Safety Complex 10750 Ulmerton Rd, Largo Medical Examiner 10900 Ulmerton Rd, Largo	38	9.6	1.34	24,041
						11,561
22	1	<b>Central County Location 22:</b> Includes grounds, parking and buildings on Ulmerton Rd: Animal Services 12450 Ulmerton Rd, Largo Emergency Medical Services 12490 Ulmerton Rd, Largo	38	3.14	.78	10,430
						4,855
23	3	<b>Central County Location 23:</b> Includes parking, grounds and building associated with Fleet Management 9685 Ulmerton Road, Largo	38	3.53	.14	2,474
						861
24	1	<b>Central County Location 24:</b> Includes parking, grounds and buildings associated with: Meter Readers Office 9837 Ulmerton Rd, Largo	38	.23	.05	1,101
						1,585
25	3	<b>Central County Location 25:</b> Includes parking, grounds and buildings associated with Police Athletic League (PAL) site at 3755 46th Ave. N., St. Petersburg	38	1	.11	1,430
						2,040
26	1	<b>Central County Location 26:</b> Supervisor of Elections 13001 Starkey Road, Largo	38	0.83	.19	4,794
						300
27	3	<b>Central County Location 27:</b> Old PSTA Location 14840 49th Street N, Clearwater-2 retention ponds only	12	1.82	0	900
						850

**SECTION E – SPECIFICATIONS**

**TABLE A: REM SERVICE LOCATIONS CONTINUED**

DESCRIPTION	MAINTENANCE CLASS	ZONES		
ZONES IRRIGATION INSPECTION & REPAIR	1 & 2	112		
TOTAL ACREAGE		TURF AREA ACRES	BED AREA ACRES	Hard Edge Linear feet (Lin. ft.)
				Soft Edge Linear feet (Lin. ft.)
Total Acres Maintenance Class 1	1	17.17 Acres	7.18 Acres	87,342
Total Acres Maintenance Class 2	2	8.54 Acres	.3 Acres	21,362
Total Acres Maintenance Class 3	3	12.18 Acres	.465 Acres	18,619
				13,501
				900
				850

**SECTION E – SPECIFICATIONS**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**SPECIFICATIONS ON PAGES 42– 58 ARE SPECIFIC TO:**

**PROPERTY GROUP 2**

**PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

**A. OBJECTIVE**

Pinellas County intends to contract for Landscape Maintenance for **PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL** for cyclical maintenance of landscaped roadway medians, adjoining right-of-way and related storm water mitigation ponds and county-owned outparcels, along the entire distance of designated roadways. .

The Contractor must adhere to the County's requirements for licenses, certifications and permits. Contractor must maintain communication with designated County staff following the requirements of the established schedule and with submitting appropriate reports and documentation as required.

**B. BACKGROUND**

The Public Works required services is divided into three groups, North County, Central County and South County. Cyclical work is for landscape maintenance according to contract specifications, including removing litter accumulations; median and right-of-way mowing; maintaining sidewalk clearances from vegetation; pruning median plantings; weeding; mulching; fertilization of planting beds; and keeping concrete traffic separators, curbs, rails, poles and sidewalks clear of weeds.

**C. GENERAL REQUIREMENTS**

**1. SITE PROTECTION:**

- 1.1 Clippings must be removed from impervious surfaces before leaving job site (break, lunch, end of day). Inclement weather must be considered to ensure timely completion of cleanup activities. Tasks not compliant with specifications shall be completed by the Contractor and approved by the County Representative before payment shall be approved.
- 1.2 Equipment/supply storage: the contractor shall not permanently stage or store equipment on county property including around ponds without the express written permission of the manager of Urban Forestry and Landscape Services for Pinellas County. While performing a maintenance cycle it is permissible for equipment to be staged overnight on county property or right-of-way
- 1.3 When necessary for mowing machines or other equipment to cross the travel way, a location shall be selected that provides an unobstructed sight distance of 500 feet. The operator shall stop before crossing the travel way and permit closely approaching vehicles to pass before crossing. Operations should be planned to minimize crossings.
- 1.4 All service and supply operations shall be conducted in a manner and procedure as required by FDOT standards as to maximize public safety and to minimize damage to public and private property. It shall be a special requirement of this work that workmen wear clothing in compliance with FDOT standards or current standard when performing any contractual work operations.
- 1.5 Location of existing structures or work of any kind, or the interruption of a utility service resulting from failure to comply with the requirements of the Contract Documents and shall be repaired or restored promptly by and at the expense of the Contractor.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

**D. CONTRACT PERFORMANCE:****1. COMMUNICATION**

- 1.1 Following the award of contract, the designated County representative shall be from the following department:

Urban Forestry and Landscape Services  
4550 126<sup>th</sup> Ave N  
Clearwater, FL 33762  
Phone: 727-464-8900

**2. SCHEDULE/REPORTS:**

- 2.1 The contractor shall supply the following documents. These reports are to provide documentation of projected service plans for distribution to the public as well as services rendered. A Weekly Landscape Maintenance Report example is included as an attachment to this bid, titled "Weekly Report.pdf."
- **WEEKLY PLANNING SCHEDULE:** Due one week prior to start dates and shall indicate projected service dates for each segment of the designated group, location of work and type of work performed. This form is required when work will be done as scheduled and agreed upon by Contractor and Pinellas County Representative. Invoicing received without these supporting schedules is subject to non-payment.
  - **WEEKLY WORK REPORT:** Due each Monday when work has been performed on the contract in the preceding week. Reports shall indicate service dates, locations and type of work performed for all work as part of the contract. Invoicing received without these supporting reports is subject to non-payment.
- 2.2 Any authorization for additional work shall be in writing. Failure to secure written authorization before doing additional work shall be deemed as unauthorized work and shall result in non-payment of related invoices.

**3. MAINTENANCE OF TRAFFIC:**

- 3.1 The work specified under this section consists of safely maintaining vehicular, bicycle and pedestrian traffic within the limits of the project and compliance with traffic safety requirements for all maintenance operations.
- 3.2 The contractor shall not be permitted to isolate residences or places of business and must provide safe entrance and exit during all normal business hours.
- 3.3 The Contractor shall furnish, erect and maintain all necessary traffic control and safety devices, in accordance with the approved Maintenance of Traffic Plan and latest editions of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, State of Florida, Department of Transportation, Design Standards for Design, Construction, Maintenance and Utility Operations of the State Highway System, and the Florida Highway Administration's Manual on Uniform Traffic Control Devices, (MUTCD) Part VI, applicable edition, and shall take all necessary precautions for the protection of the workers and the safety of the public for the duration of the contract period.. Mowing operations and landscape maintenance operations shall comply with MUTCD Typical Application 6H-1. If the Contractor implements lane closure, FDOT Standard Index 623 shall be complied with.

<b>SECTION E – SPECIFICATIONS</b>
-----------------------------------

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

- 3.4 Watering operations shall comply with Florida Department of Transportation Standard Index 627.
- 3.5 Mowing operations and landscape maintenance operations shall comply with MUTCD Typical Application 6H-1. If the contractor implements lane closure, FDOT Standard Index 600 shall be complied with.
- 3.6 The contractor will submit, with the bid submittal, proof of a Worksite Traffic Supervisor certified in accordance with FDOT Intermediate Maintenance of Traffic.
- 3.7 Vendor should submit their Traffic Safety Plan prior to award. The Traffic Safety Plan is to be reviewed and approved by Pinellas County Urban Forestry and Landscape Services 4550 126<sup>th</sup> Ave N, Clearwater, FL 33762.
- 3.8 A copy of the approved Maintenance of Traffic Plan shall be available in the field at any time the contractor is working on the job.
- 3.9 Costs associated with maintenance of traffic are included in the landscape maintenance pay items.

**4. POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):**

- 4.1 The contractor will follow all rules and regulations for both dry and wet Storm Water Retention Ponds as outlined by National Pollutant Discharge Elimination System (NPDES) requirements and any local ordinances. This includes, but not limited to, any records, logs, and reports required. Cycle invoices will include number of bags of trash/debris collected by Contractor.
- 4.2 These records, logs, and reports will be delivered to the designated County representative on the first working day of each calendar quarter.

**5. HAZARDOUS MATERIALS:** Hazardous materials found by the contractor, are not to be TOUCHED or HANDLED by the contractor if hazardous materials are discovered, IMMEDIATELY report the finding to the designated County representative.

**6. PROSECUTION OF WORK ON SATURDAYS, SUNDAYS AND RECOGNIZED HOLIDAYS:**

- 6.1 Work shall not be permitted on Saturdays, Sundays and recognized holidays unless the contractor has requested an exception from the designated County representative. The County representative shall receive request for permission to work no less than twenty-four (24) hours prior to the workday.
- 6.2 When notification is given in accordance with the provisions stated above, work shall be allowed on: County designated holidays include: New Years Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day or any other Holiday as designated by Pinellas County Government.

**E. PERFORMANCE REQUIREMENTS**

- 1. **LOCATIONS AND ACREAGE:** See Table B for locations of County property and size of areas for required turf maintenance and landscape maintenance services.
  - 1.1 Right-Of-Way clearances for the entire distance of the roadway sections identified in this contract are the responsibility of the contractor. Contractor must inspect regularly for clearance issues and must also respond within seventy-two (72) hours of written notification forwarded by county representative to complaints lodged by citizens or county staff.

<b>SECTION E – SPECIFICATIONS</b>
-----------------------------------

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS - CONTINUED**

- 1.2 Individual property owners may from time to time or even regularly perform landscape maintenance functions in the right-of-way, however, at no time does this preclude the contractor's responsibility to perform the contracted services on the entire contracted areas during a given cycle unless area has been specifically excluded.
2. **WORK CYCLES:** Unless otherwise specified, cycles will be one time per month from September thru June and twice a month in July and August, not to exceed fourteen (14) cycles per year. Contractor must meet the schedule unless agreed upon in writing in advance with the designated County representative.
- 2.1 Maintenance consists of 14 cycles per year with start dates scheduled by the designated County Representative. Contractor shall complete each cycle in fourteen (14) calendar days or less unless agreed upon with the designated Pinellas County representative, or if extenuating weather conditions create conditions which adversely affect the Contractor's ability to meet the designated completion date.
- 2.2 Additional cycles may be requested by the County; cycle pricing will be as bid.
- 2.3 Cycles are designated as Maintenance Class 4 or Class 5:

**MAINTENANCE CLASS 4 – (ROADWAY MEDIANS AND RIGHT-OF-WAYS)**

1. Litter collection – remove all trash and debris prior to mowing.
2. Right-of-Way clearance – Remove vegetation, tree or otherwise, to maintain a clear corridor of ten (10) feet vertically and two (2) feet back of sidewalk. Maintain vegetation eight (8) feet clear from roadways and remove sight obstructions as directed by county designee. A certified arborist is required for tree trimming operations over (10') feet.
3. Mow all turf areas.
4. Maintain landscaped beds, including weed control, bed edging and shrub/tree pruning.
5. Mechanical and/or chemical control of weeds in separators, curbs, walkways, rails, etc.
6. Remove all sucker growth from trees in landscape.
7. Remove all unwanted vegetation including but not limited to vines from landscape, trees, and fences.
8. Mechanical edging of curbs and asphalt road edges as well as both sides of sidewalks.
9. Mechanical trimming of ditch bottoms, as well as in and around pipe inlets and drainage control structures
10. Blow leaves, grass clippings, and other plant debris from drainage inlets and impervious surfaces back onto turf or landscaped areas. Collect and dispose of woody plant material.

**MAINTENANCE CLASS 5 – (PONDS AND OUTPARCELS)**

1. Litter collection – remove all trash and debris prior to mowing.
  2. Mow all turf areas.
  3. Mechanical and/or chemical control of weeds along fences and drainage structures.
  4. Mechanical and/or chemical control of vines along fences and on trees.
  5. Blow off impervious surfaces and drainage structures.
- 2.4 The work specified will be paid per cycle in 14 equal payments at 1/14 of the lump sum total of the contract upon completion of each contracted work cycle. It is understood that the workload is heavier during the summer cycles and less during the winter cycles. Based on actual completion date, the payment per cycle the County may institute includes the following pay schedule:
1. Completion of work on or before the cycle deadline date – full cycle compensation
  2. Completion of work after the cycle deadline but not more than 7 calendar days after deadline date – deduction of 10% of full cycle compensation
  3. Completion of work between 8 and 14 calendar days after deadline date – deduction of 25% of full cycle compensation

<b>SECTION E – SPECIFICATIONS</b>
-----------------------------------

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

4. Non-completion of work: at any time 15 days or more after deadline date – County reserves the right to complete the cycle using other options and will utilize funding designated for the cycle, up to the full amount, to compensate other entities for the work required. Contractor will be deducted the amount on their next billing.
- 2.5 The contract shall include pricing under additional unspecified services (E.7.) to do limited service cycles upon request from Pinellas County. These limited service cycles, typically seventy two (72) hours or less, are:
1. Litter/trash pickup – to remove accumulated litter and other debris from the right-of-way.
  2. Landscape Median Maintenance – may include weeding, mulching, trimming, pruning of plant materials in landscaped medians only
  3. Right-of-Way clearance – would include doing thorough right-of-way pruning all or parts of the corridors to remove hazards or obstructions over sidewalks and or roadways
  4. Mowing Only – to perform a cycle to the mow contracted turf areas only.

**3. LANDSCAPE MAINTENANCE REQUIREMENTS:**

The work specified under this Section consists of a variety of landscape maintenance tasks. A variety of landscape maintenance tasks are to be completed with each cycle. All work must be inspected and verified as being completed by Pinellas County before payment can be processed. The work specified under this Section shall be paid for at the contract unit price for Landscape Maintenance

All landscape maintenance practices shall be done in accordance with all Federal, State and local laws and ordinances. The contractor shall also adhere to principles and practices outlined in the Florida Department of Environmental Protection publication, "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" and in accordance to Pinellas County Code Article XIII, Chapter 58, Ordinance 10-06: The Landscape Maintenance and Fertilizer Use and Application Ordinance. It is the contractor's responsibility to ensure that plant debris, litter, and chemicals are not allowed to be washed, blown, or left on or in storm water conveyances (including but not limited to surface waters, roads, gutter, ditches, swales, drop inlets, curb inlets, mitered ends) in order to prevent contributing to the pollution of the local watershed.

**3.1 LITTER REMOVAL**

Included in Maintenance is the pickup, removal and disposal of litter and otherwise undesirable or objectionable appearing debris within the project limits excluding travel lanes as indicated by lane lines. All branches smaller than ten feet (10') long and four inches (4") in diameter are considered litter and must be removed by contractor prior to mowing. It is also the contractor's responsibility to remove any items such as: palm fronds, seed pods/boots, bags of trash, newspapers, magazines, large boxes, etc., that would be torn, ripped, scattered or otherwise sub-divided by the mower that shall result in an objectionable appearance at no additional cost to the County. The litter removal operation shall be performed concurrently with each cycle. All areas to be mowed shall require the removal of debris or obstructions immediately prior to the initiation of mowing operations. All litter and debris shall be placed in trash bags and shall be removed from the project limits at the end of each working day and disposed of at locations provided by the Contractor. Items too large to be placed in trash bags shall be removed from the project limits at the time the Contractor leaves the project for the day. Disposal of litter and debris shall be made in accordance with applicable local and state laws and any cost incurred for disposal shall be the responsibility of the Contractor. Storage or stockpiling of litter or debris within the project limits shall not be permitted. The contractor shall report to the county on the weekly reports and on each billing the total number of bags of litter removed from the areas being maintained as part of this contract.



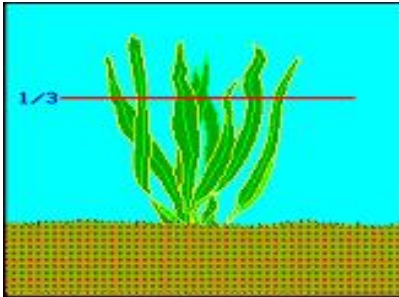
**SECTION E – SPECIFICATIONS**

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS - CONTINUED**

**3.2 TURF/SLOPE MOWING:**

Mowing of all green areas shall be accomplished with each cycle unless approved by Designated County Representative. To avoid damaging the grass, the Contractor will cut to a mowing height of four (4) inches with an acceptable variance of one-half inch (1/2") unless otherwise agreed upon by designated County representative. Ideally turf height can be no higher than 6 inches before mowing back to 4 inches since no more than 1/3 of the leaf blade will be removed at each mowing. Prior to mowing any area, paper and other litter shall be removed. The cutting edges of mower blades shall be maintained to provide sharp, smooth cuts without fraying grass blades or damaging turf. Neither streaking nor scalping of turf grass areas is acceptable. Contractor will leave clippings on the turf areas as long as no readily visible clumps remain on the grass surface 24 hours after mowing. Otherwise, contractor will distribute large clumps of clippings by mechanical blowing or by collecting and removing them. All mowing shall be performed in a manner that does not promote erosion or destabilization. No clippings are to remain on drainage structures (catch basin grates, mitered ends, weirs, etc.). The Contractor shall repair any damage to turf areas due to scalping by re-sodding with high quality sod and watering through establishment of new sod at the Contractor's expense. The Contractor shall replace any landscape material that is damaged by the Contractor or any agents of the Contractor, at the Contractor's expense.

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS - CONTINUED**



**Figure 2 - Remove no more than 1/3 of the grass blade during a mowing cycle**



**Figure 2 - Remove Large Clumps of Clippings by Mechanical Blowing or Collecting**

All slopes greater or steeper than 4:1 shall be cut to a five-inch (5") height, with an acceptable variance of one-half inch, unless otherwise agreed upon by the designated County representative in writing. All mowing shall be performed in a manner to avoid scalping, erosion or soil destabilization.

**3.3 EDGING**

Contractor will edge tree rings, plant beds and all sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass concurrently with mowing during the growing season. Isolated trees and shrubs growing in turf areas will require mulched areas around them (minimum 2-foot diameter) to avoid bark injury from mowers and string trimmers. The trimming operation along the edges of all curbs; drainage structures, sign posts, light poles and other appurtenances shall occur concurrently with landscape maintenance operations. All plant beds are to be maintained to have a clean edge including at curbs. If string trimmers are used in proximity to trees or shrubs the contractor shall take extreme care to ensure that no injury such as girdling or de-barking occurs. If girdling does occur greater than one third (1/3) of the diameter of the stem, the contractor shall replace the tree or shrub at no cost to the County

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

**3.4 BLOWING/PLANT DEBRIS REMOVAL**

During each mowing cycle, the Contractor will be required to remove and dispose of all vegetation including, but not limited to, vines, weeds, fallen trees, tree limbs, sucker growth, plants that have grown on top of or through other plants and seedlings.

Contractor will clean all grass clippings and other plant debris generated during the servicing of the contract from sidewalks, curbs, roadways, and all impervious surfaces, immediately after mowing, edging and/or pruning. Contractor will not sweep, blow or otherwise dispose of clippings in sewer or storm water drains. Grass debris shall be blown onto turf areas or collected for disposal. Other debris is to be swept or blown off including hand *removal* of sand, rocks or any unsightly debris and hauled away. At no time will debris be blown or swept into streets or parking lots and left. Clippings must be removed from impervious surfaces before leaving job site (break, lunch, end of day). Inclement weather must be considered to ensure timely completion of cleanup activities. Contractor must meet all guidelines for National Pollution Discharge Elimination System (NPDES) and in accordance to Pinellas County Code Article XIII, Chapter 58, Ordinance 10-06: The Landscape Maintenance and Fertilizer Use and Application Ordinance. Adjacent streets and walkways are to be swept or blown off concurrently with landscape maintenance operation.

**3.5 RIGHT-OF-WAY CLEARING**

Each maintenance cycle includes pruning trees and shrubs along all portions of the designated roadway to maintain a ten (10') feet vertical clearance over all sidewalks and two (2') feet horizontal from the back edge of sidewalks. A Certified Arborist must be on site **only** during tree trimming activities above (10') feet. An eight (8') foot vertical clear-zone on roadway edges shall be maintained as well as maintaining clear sight lines for signs and traffic control devices.

When issues related to traffic safety and sight-lines are identified, it shall be the contractor's responsibility to respond within 48 hours after receiving written notification to mitigate the issue.

- 3.6 PONDS, SLOPES AND STORM WATER RELATED AREAS:** Pinellas County is responsible for the maintenance of various types of ponds for stormwater management on county properties and roadways. It is the responsibility of the contractor to know the difference between the types of ponds and the maintenance requirements of each type of ponds. Damage to and the required repair to structures, plantings and turf caused by the contractor's maintenance activities are the sole responsibility of the contractor..

**Landscape Materials and Environmental Pond Plantings:**

- 3.6.1 The contractor shall instruct employees that landscape plant materials and environmental pond plantings shall not be mowed and they should be aware of plant locations in order to protect the County's investment. These ponds are clearly identified with signage on access gates and/or structures with a letter designation and number as indicated below.
- 3.6.2 Contractor shall replace any landscape materials and environmental pond plantings that are damaged, if caused by the contractor or any agents of the contractor, at no cost to the County.
- 3.6.3 Damage to the banks, bottoms or tops of drainage ponds caused by equipment including rutting shall be repaired immediately at the expense of the contractor within 48 hours of incident and/or upon notification by Pinellas County. If not completed within a reasonable time frame, the County reserves the right to make the repair using any resources available and deduct the cost of those repairs from the Contractor's future payment.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

**Pond & Parcel Designations**

- **AP = Attenuation Pond**: Storm water basin that detains water volume but does not have permitting treatment requirements. Seasonal water table may be above/below pond bottom. Grass areas to be mowed includes top of berms and side slopes to water's edge.
- **DE = Dry Pond with Effluent Filter**: Filter system usually located at the lower side slope, but may be in one or more beds in the pond bottom. Ponds should recover to the filter control elevation with 72 hours following the last storm water runoff in to the pond. Typically has a grassed bottom requiring mowing. Hand mowing may be required to avoid damaging filtration beds. Extensive quantity of grass clipping can block filter bed function if mowing interval is too long.
- **DP = Dry Pond (Retention)**: Percolation, typically having a grassed bottom requiring mowing. Steep side slopes or loose sandy solid may limit or prohibit use of large machine mowers on slopes or bottom.
- **DS = Dry Storage**: A filter system typically located in lower side slope, but may be in one or more beds in the bottom. Ponds should recover to the filter control elevation within 72 hours following the last of storm water runoff arriving at the pond. Typically has a grass bottom requiring mowing. Hand mowing may be required to avoid damaging filtration beds.
- **M = Mitigation Pond Site**: A manmade or natural habitat that is compensatory in nature to replace or offset primary or secondary impacts to regulated environmental lands. Grass areas to be mowed may include upland and transitional areas and access berms.
- **MWL = Wet detention Pond** having mitigation requirements: Permanent pool of water with a vegetated littoral zone utilizing a control structure to detain water for quality and quantity. Mowed grass areas include berm and side slopes to water's edge, which may have desirable vegetation planted above the stand pool of water, which requires careful mowing. Specific vegetation requirements exist within the littoral zone/slope plantings, **THESE AREAS ARE NEVER TO BE MOWED**. Grass areas to be mowed include berm and side slopes to the water's edge or limits of plantings.
- **TS = Treatment Swale**: Grassed swale. Mowing requirements same as dry pond.
- **SS = Special System**: Designation previously used to for attenuation ponds, or wetlands used as part of a permitted storm water system, or features that do not conform to one of the above definitions. Depending on specifics there may or may not be mowing requirements.
- **UE = Underground exfiltration system**: A storm water facility that employs a filter bed or box for treatment purposes. Historically used to keep improvements within road right-of-way avoiding land acquisition for surface systems. Systems can be constructed under pavement or behind curb within right-of-way. Mowing requirements same as the remainder of road corridor.
- **US = Underground pipe storage**: Balance of the underground exfiltration system holding the required storm water volume. Mowing requirements same as the remainder of road corridor.
- **WE=We Pond with Effluent Filtration**: Water quality treatment through filtration. No littoral vegetation (biological) requirements. Filter system is in side slope at or above Seasonal High Water (SHW) creating a permanent pool of water. Grass areas to be mowed include berm and side slopes to the water's edge or filter bed.
- **WL = Wet Detention Pond**: Permanent pool of water with a vegetated littoral zone utilizing a control structure to detain water for quality and quantity. Grass areas to be mowed include berms and side slopes to the water's edge.
- **OP = Out Parcel**: Parcel of land typically contiguous with the right-of-way. Mowing requirements same as the remainder of road corridor.
- **OTH** = Ponds or parcels not meeting above designations. Mowing requirements vary.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

- 3.6.4 Where appropriate storm water retention areas will be maintained the same as other landscaped areas. This includes banks, slopes, and bottoms (when dry). Hand trimming may be necessary around outfall structures and drainage piping.
- 3.6.5 Wet ditch areas that cannot be easily mowed by conventional means shall be mowed by hand with the use of filament string trimmers to protect the integrity of the grade and prevent turf damage. Slope mowers or other equipment specifically designed for such conditions may also be used to maintain these areas.
- 3.6.6 Contours: Where landscaping has been established or natural landscaping has been preserved, mowing shall conform to the established mowing contours

**3.7 WEEDING:**

- 3.7.1 Grass and weeds (living and dead) growing in and around annual/perennial plants beds, shrubs, trees, sidewalks, curbing, and buildings shall be removed with each maintenance cycle and the general landscape shall be kept free of weeds and maintained to a clean finished appearance. This can be accomplished by manual, mechanical or chemical methods.
- 3.7.2 Expansion joints and other cracks may be sprayed with approved herbicide (Roundup® or equal) where grass or weeds are growing. Any chemical other than Glyphosate must be approved by the designated County representative prior to use.
- 3.7.3 Contractor **must** use a tracker dye to document application locations for inspection purposes.
- 3.7.4 In no case, will manual or mechanical methods used be allowed to cause damage to plants or tree/shrub bark.
- 3.7.5 Chemical edging can be used around fence lines, walkways and curbing.
- 3.7.6 A pre-emergent granular herbicide may be applied at the contractor's option and expense to reduce weed growth..
- 3.7.7 The plant beds and mulch areas shall have their bed lines edged with each maintenance cycle to prevent weed and grass intrusion.
- 3.7.8 . The cost of weed and grass removal and re-mulching shall be included in the unit price of the Maintenance.

**3.8 TREE/SHRUB/PALM PRUNING:**

- 3.8.1 Pruning is to be performed using staff supervised in the field by personnel trained and/or certified in Horticulture or landscape maintenance. A Certified Arborist is NOT required to be on site for tree trimming activities under ten (10') feet. Pruning shall be performed so that plants maintain a healthy and vigorous appearance.
- 3.8.2 A Certified Arborist is required to be on site for trimming activities over ten (10') feet.
- 3.8.3 Pruning shall be restricted to:
  - a. Removal of dead, dying, or diseased limbs; removal of objectionable and weak limbs; maintenance of natural shape of trees and shrubs
  - b. Removal of plant material that impedes sight-lines in medians or ROW
  - c. Removal of boots and spent seedpods from palms within the project limits
- 3.8.4 All shrubs shall be trimmed/pruned according to good horticultural practices with individual plants and hedges being pruned so that the base of the plant is slightly wider than the top.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS - CONTINUED**

- 3.8.5 Crape Myrtles SHALL NOT be hard-pruned or topped or pollarded and shall not have twigs larger than one quarter (¼) inch in diameter removed except for where they interfere with mowing operations or create sight-line hazards.
- 3.8.6 When maintaining hedges and shrub plantings, the contractor must remove any volunteer trees/shrubs that begin to grow in them. This includes seedlings of oaks, cabbage palms and exotic invasive plants such as Brazilian Pepper. These plantings should be kept to the original plant species that was installed as much as possible and any deviation from this must be approved by the designated County Representative.
- 3.8.7 When pruning Palm trees with a clear trunk greater than ten (10') feet per Florida Grades and Standards, palms will be estimated and invoiced using miscellaneous services pricing submitted with bid.
- 3.8.8 Pruning of fronds shall not exceed horizontal 9:00 and 3:00 o'clock positions. Boot pruning and seed pod removal is included
- 3.8.9 Palm pruning shall be invoiced separately following completion.
- 3.8.10 The contractor will trim all tree limbs that cross any sidewalk or parking lot that do not conform to State or Federal ADA requirements. The lower branches of all trees shall be pruned, as needed, for ease of mowing and for clearance of ten (10) feet above all sidewalks, parking lots, driveways and roadways.
- 3.8.11 All trimmings are to be removed from County property on the same day of service.
- 3.8.12 Pruning shall be done following the principals and practices as outlined in the Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industry" and as agreed upon with the designated County representative and as prescribed in relevant publications from University of Florida Institute of Food and Agriculture Sciences Extension (UF-IFAS) and International Society of Arboriculture (ISA).

**3.9 MULCHING:**

- 3.9.1 Upon request from county representative, landscaped areas shall have mulch refurbished once a year November-March..
- 3.9.2 Mulch should be no less than two (2") inches and not to exceed three (3") in depth. Mulch should not be in contact with tree or shrub trunks or bury branches.
- 3.9.3 The contractor shall use free recycled mulch generated by Pinellas County Solid Waste Department. Transport and transport charges associated with usage of this recycled mulch shall be at the Contractor's expense.
- 3.9.4 The Contractor may at his discretion add additional mulch as a deterrent for weed growth and the cost of this additional mulching shall be included in the unit price of the maintenance.
- 3.9.5. To prevent weed growth the mulch may be treated with a pre-emergent granular herbicide applied at the contractor's option and expense
- 3.9.6 The cost of re-mulching shall be invoiced separately under the unspecified services activities. Use of any portion of this pay item shall require written pre-approval by the Urban Forestry and Landscape Services Manager or designee.

For more information on obtaining County recycled mulch, please contact:

Pinellas County Solid Waste Department  
 Administration Reception  
 3115 114<sup>th</sup> Avenue N  
 St. Petersburg, FL 33716  
 Phone Number: 727-464-7500

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

**4. PEST CONTROL:**

- 4.1 At the contractor's discretion and expense, pre-emergent herbicides may be applied to beds to reduce the number of weeds.
- 4.2 When using pre or post-emergent herbicides, the proper chemical must be selected to prevent damage to plants, especially ornamental grasses and sensitive groundcover plants
- 4.3 Tracer dye shall be used for purposes of verification of the herbicide application.
- 4.4 Manual weed removal may be used in beds with ornamental grasses or other plants sensitive to herbicides
- 4.5 The Contractor shall comply with all local, state and federal regulations concerning the application of pesticides
- 4.6 All of the Contractor's employees applying chemicals shall be licensed or certified in accordance with all federal, state and local requirements. Evidence of appropriate license shall be provided to the County Representative at any time upon written or electronic notification.
- 4.7 A summary of any pesticide applications shall be supplied to the County Representative within 3 business days of such applications. All products to be used as part of the contract must be approved for use in advance by the designated County representative.
- 4.8 The Contractor should report damage to existing facilities encountered during the contract period to insure remediation of facilities when the Contractor's work is done
- 4.9 All pesticides and herbicides shall be applied in a manner consistent with the manufacture's label and all Federal, State, and Local laws and guidelines, paying particular care to avoid any chemical drift according to label requirements.
- 4.10 The contractor shall be responsible for any damage to County property or adjoining public or private property as a result of chemical application, drift and/or chemical spill.
- 4.11 Public notification placard(s) shall be placed at all sites following pesticide or herbicide applications where required.
- 4.12 The contractor shall maintain a comprehensive file of all labels and Material Safety Data Sheets for any chemical product used in this contract. The contractor shall also provide a duplicate hardcopy of this same information to the County representative prior to usage.

**5. FERTILIZERS:**

- 5.1 A slow release fertilizer with analysis that complies with the Pinellas County Fertilizer Ordinance and approved by the designated County representative, shall be applied to all turf and landscape areas per the document - IFAS General Recommendations for Fertilization of Turfgrasses on Florida Soils - Fact Sheet SL-21, one of a series of the Soil and Water Science Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Original publication date, May 1991. Revised: May 2007. Reviewed: July 2010. Please visit the EDIS Website at <http://edis.ifas.ufl.edu>
- 5.2 All fertilizing shall be done in accordance to all Federal, State, County and local laws, statutes and ordinances and following the principals and practices as outlined in the Florida Department of Environmental Protection publication "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" and as agreed upon with the designated County representative.  
[http://fyn.ifas.ufl.edu/pdf/GIBMP\\_Manual\\_WEB\\_2\\_17\\_11.pdf](http://fyn.ifas.ufl.edu/pdf/GIBMP_Manual_WEB_2_17_11.pdf)
- 5.3 upon request from County representative, the contractor will apply fertilizer twice annually in March and October.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS - CONTINUED**

- 5.4 The contractor shall provide the County Representative with a copy of labels and application record.
- 5.5 Fertilizer will be blown or swept off of walks and drives into turf or beds.
- 5.6 The cost associated with fertilizing shall be included in the unit maintenance costs.
- 5.7 Replacement of dead/damaged turf grass, trees and plants due to incorrect/insufficient fertilization will be the sole responsibility and at the expense of the contractor.

**6. UNSPECIFIED LANDSCAPE MAINTENANCE WORK (ALLOWANCE)**

The work specified under this Section includes an allowance for any unspecified or unforeseen items of related landscape maintenance work not included in other quote items but necessary for accomplishing the work in this contract.

- 6.1 Additional work may include:

- 6.1.1 **TREE, SHRUB, PERENNIAL, GROUNDCOVER OR TURF GRASS PLANTING OR REPLACEMENT:** Upon request by the County the Contractor may be requested to replace or install additional plant materials in the contracted locations. The county Representative or designee shall inspect and approve all plant material at the planting site or other designated location prior to installation. Request for inspection and approval shall be in writing. Plant materials not inspected prior to installation may require removal and replacement. All plant materials shall be Florida No. 1 Grade or better as described in Grades and Standards for Nursery Plants, state of Florida, latest edition, unless otherwise approved by the County Representative or designee. Installation shall be done in accordance to guidelines as set forth in "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries" Florida Department of Environmental Protection. Turf grass sod shall be certified tropical soda apple free.

The Contractor shall warranty, care for and maintain all newly planted trees, shrubs, and plants to achieve a healthy, vigorous condition for 12 months after installation. This is defined as live foliage out to the tips of all branches and stems and a plant that is bigger ten months after planting, than at planting. For palms, this is defined as having healthy, vigorous growth with new fronds that are green in color developing with no necrosis or chlorosis. The Contractor shall NOT be responsible for unforeseen incidences, such as lightning or traffic damage. In the tenth month after acceptance a County representative and a Contractor representative shall walk the site to assess installed plant material and determine replacement needs. The Contractor shall replace any trees, shrubs, or plants that have declined below their pre-planting size, or have not grown as determined by the assessment. Any replacement materials shall meet the original criteria, and be guaranteed for 12 months from their installation date. Liquidated damages may be assessed for each calendar day after the one year anniversary date that replacement plantings are late. Exceptions may be made for unavailable materials verified with the County Representative. The County reserves the right to approve all replacements. Replacements shall also be watered at a sufficient rate and frequency to ensure proper establishment. The Contractor, at no cost to the County, shall do establishment watering for replacement plants. All plant replacements shall be marked with flags by the Contractor for recognition for watering and guarantee purposes.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS -  
CONTINUED**

- 6.1.2 **INSECT AND DISEASE CHEMICAL CONTROL** - An insect and disease control program shall be provided on an as-needed basis to insure healthy growth. The contractor will advise the client or representative of insect or disease problems that are observed. Upon confirmation of a specific problem requiring treatment, the contractor may be asked to apply pesticides as needed. Whenever possible use the least toxic, effective pesticide. All applications of pesticides and fertilizations will be performed when temperatures are below 90°F and wind drift is negligible. No pesticide will be applied to turf areas without the express approval of the client. This includes weed and feed formulations. The contractor will keep records on pests identified and treatment(s) rendered for control.

All pest control service is in addition to the basic contract charges. The contractor will charge the client per job, based on materials cost plus labor. The cost will be agreed on by client and contractor before such service is rendered.

- 6.1.3 **UNSPECIFIED GENERAL LANDSCAPE TASKS:** includes one-time removal of plant material, extensive exotic invasive removal, handling of plant materials after being impacted by vehicles, removal of sight-line obstructions. Excludes anything covered in general specifications.
- 6.1.4 **WATERING:** Watering of landscape plants at the County's request may be requested on an as-needed basis on any roadway beautification project countywide. The contractor must have the ability to respond to requests within 48 hours and be able to deliver a minimum of 6,000 gallons per day. This becomes effective where a written request is made by the County Representative or designee to perform watering services.

Watering shall be applied so that the force from a water truck will not damage plants or destroy the mulch bed around each plant, and in an efficient manner so that excessive water is not wasted by being applied to hard surfaces. The Contractor at no cost to the County shall repair damage to plants from the force of the watering operations and replace plants drowned from excessive watering or dried from under-watering to the point where the plant is considered a cull.

It is a requirement that the Contractor own or have documented access to use for this contract an operational water truck with a minimum 2,000 gallon capacity that includes all FDOT required safety features. Use of an attenuator and shadow vehicle will also be required by the Pinellas County Director of Transportation.

Recycled water is available at no charge from:

Pinellas County South Cross Water Reclamation Facility  
7401 54<sup>th</sup> Avenue North  
St. Petersburg, FL 33709  
Contact Telephone: (727) 582-7000  
This facility is normally open seven days a week from 7:00 AM to 4:00PM

Use of any portion of this pay item shall require written pre-approval by the Urban Forestry and Landscape Services Manager or designee.



## SECTION E – SPECIFICATIONS

**TABLE B**  
**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP NORTH: Maintenance of Median, Separators, Ponds and Right-of-Way. Group North Pinellas County includes landscape maintenance work on specified roadway areas north of Curlew Road;

LOCATION NUMBER	MAINTENANCE CLASS	GROUP NORTH LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	<b>Keystone Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – Keystone Rd from US HWY 19 to east of East Lake Rd including DP93, DP94, WL149, WL150, OTH1, WL151, M150, M151, WL152, WL153, WL90			
2	4 & 5	<b>Klosterman Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – Klosterman Rd from US HWY 19 to Alt US HWY 19 including WL54, M137, SS26			
3	4 & 5	<b>Alderman Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – Alderman Rd from Alt US HWY19 to US HWY 19 including DP20, DP2, DP22, DP23			
4	4 & 5	<b>Tampa Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – Tampa Rd from Alt US HWY 19 to Pinellas/Hillsborough county line including WL67, WL68, WL69, WL70			
5	4 & 5	<b>McMullen Booth Road/East Lake Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – McMullen Booth/East Lake Road from Tampa Road to Boot Ranch Road S including WL62, M86, WL63, M106, M85, WL64, WL65, WL66			
6	4 & 5	<b>County Road 1/Omaha Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – CR1/Omaha Road from Curlew Road to Alderman Road including DP28, DP32, SS39, AP7, DP35, DP34			
7	4 & 5	<b>Belcher Road</b>	14		
		Medians, R-O-W, and related ponds and outparcels – Belcher Road from Curlew Road to Klosterman Road including SS35, WL142, , MWL3, WL24, M43, MWL2, , SS4, AP9, M108			
	4	<b>GROUP NORTH TOTAL ACREAGE - Medians and Rights-of-Ways</b>	14	65.28	3.45
	5	<b>GROUP NORTH TOTAL ACREAGE - Ponds and Outparcels</b>	14	39.59	

## SECTION E – SPECIFICATIONS

TABLE B - CONTINUED

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP CENTRAL: Maintenance of Median, Separators, Ponds and Right-of-Way. Group Central Pinellas County includes landscape maintenance work on specified roadway areas bounded primarily by Curlew Road on the north and East Bay (SR 686) on the south

LOCATION NUMBER	MAINTENANCE CLASS	GROUP CENTRAL LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	Sunset Point Road	14		
		Medians, R-O-W, and related ponds and outparcels – Sunset Point Road from Keene Road to McMullen Booth Road including M112, DE103			
2	4 & 5	Belcher Road	14		
		Medians, R-O-W, and related ponds and outparcels – Belcher Road from East Bay Drive to Curlew Road including <ul style="list-style-type: none"> <li>• OP46 SW Corner of Belcher and Dell Ave</li> <li>• OP44 E side of Belcher between Coit Rd and Rose Ln</li> <li>• OP43 E side of Belcher between Euclid Cir &amp; Coit Rd</li> <li>• OP42 SE corner of Belcher &amp; Euclid</li> <li>• OP38 SW corner of Belcher and Greenbriar Blvd</li> </ul>			
3	4 & 5	Keene Road/County Road 1	14		
		Medians, R-O-W, and related ponds and outparcels – Keene Road/CR 1 from East Bay Drive to Curlew including DE107, WL107, WL114, WL53, M60, M61, WL115, M59, WL106, WL21, WL17, SS29, SS37, SS30, and lot at corner of CR1 & Sparkling Ct			
4	4 & 5	McMullen Booth Road	14		
		Medians, R-O-W, and related ponds and outparcels – McMullen Booth road from Bayside Bridge to Boot Ranch Road S includes WL44, DE56, AP1, AP2, AP3, OP18, OP22, OP23, AP4, DE89, DE104, M66, WL56, WL57, WL58, WL60, DE93, OP16, M135, M51, CDS1, DE92, M67, M68, M69, M88, M89, M119, WL103			
	4	GROUP CENTRAL TOTAL ACREAGE - Medians and Rights-of-Ways	14	45.18	3.46
	5	GROUP CENTRAL TOTAL ACREAGE - Ponds and Outparcels	14	28.53	

## SECTION E – SPECIFICATIONS

TABLE B - CONTINUED

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

GROUP SOUTH: Maintenance of Median, Separators, Ponds and Right-of-Way. Group South Pinellas County includes landscape maintenance work on roadway areas south of East Bay Drive (SR 686)

LOCATION NUMBER	MAINTENANCE CLASS	GROUP SOUTH LOCATIONS	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
1	4 & 5	113 <sup>th</sup> St N/Ridge Road	14		
		Medians, R-O-W, and related ponds and outparcels - 113 <sup>th</sup> St N from 110 <sup>th</sup> Ave N to West Bay Drive			
2	4 & 5	Park Blvd	14		
		Medians, R-O-W, and related ponds and outparcels – Park Blvd from Intracoastal Waterway to 66 <sup>th</sup> St N Including WL48 (NOTE – medians from 120 <sup>th</sup> St N to Starkey Rd maintained by City of Seminole)			
3	4 & 5	102 <sup>nd</sup> Ave N/County Road 296/Bryan Dairy Road/118 <sup>th</sup> Ave N	14		
		Medians, R-O-W, and related ponds and outparcels – 102 <sup>nd</sup> Ave N/CR 296/Bryan Dairy Road/118 <sup>th</sup> Ave N from Seminole Blvd to 49 <sup>th</sup> St including 2 county owned lots on frontage road between 92 <sup>nd</sup> St N and 109 <sup>th</sup> Terr N, WL12, M46, M11, M47, OP32, OP39, OP34, WL13, DP6, M12, M13, DP7, M14, WL14, DE74, WL125, WL126, WL127, WL128, M132, WL129, M130, OP14, WL1, WL2, M3, M1, M2, WL3, SS14, SS16 Outparcel located on south side of Bryan Dairy from 58 <sup>th</sup> Ave N to 59 <sup>th</sup> Way N Outparcel located on the corner of 72 <sup>nd</sup> ST N and 112 <sup>th</sup> Ave N			
4	4 & 5	49 <sup>th</sup> St N	14		
		Medians, R-O-W, and related ponds and outparcels – 49 <sup>th</sup> St N from Bayside Bridge to US HWY 19 overpass and from 62 <sup>nd</sup> Ave N to 38 <sup>th</sup> Ave N including WL43, M50, WL42, M49, WL41, WL40, WL38, AP5, WL9, WL8, WL6, M5, M6, WL5, (NOTE – Section from US HWY 19 to 62 <sup>nd</sup> Ave N maintained by City of Pinellas Park)			
5	4 & 5	Belcher Road	14		
		Medians, R-O-W, and related ponds and outparcels–Belcher Road from 70 <sup>th</sup> Ave N to East Bay Drive includes related ponds and outparcels – WL118, AP10, WE12, (NOTE - portions maintained by City of Largo)			
	4	GROUP SOUTH TOTAL ACREAGE - Medians and Rights-of-Ways	14	47.44	3.08
	5	GROUP SOUTH TOTAL ACREAGE - Ponds and Outparcels	14	75.44	

## SECTION E – SPECIFICATIONS

**TABLE B - CONTINUED**  
**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL SERVICE LOCATIONS**

MAINTENANCE CLASS	TOTAL ACREAGE (NORTH, CENTRAL, AND SOUTH SECTIONS)	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)
4	GROUPS NORTH, CENTRAL, AND SOUTH - Medians and Rights-of-Ways	14	157.90	9.99
5	GROUPS NORTH, CENTRAL, AND SOUTH - Ponds and Outparcels	14	143.56	

**SECTION E – SPECIFICATIONS**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

SPECIFICATIONS ON PAGES **60 – 71** ARE SPECIFIC TO:

PROPERTY GROUP 3  
UTILITIES SERVICE LOCATIONS

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS**

**A. OBJECTIVE**

To support Pinellas County's mission and in an effort to maintain the highest quality, service, and responsiveness for its citizens, the **County Utilities Department** requires services to provide landscape maintenance services at facilities and properties throughout the County. The goal is to improve and maintain the appearance of County properties. The facilities and properties will include, but are not limited to, office buildings, treatment plants, pump stations, and outparcels.

**B. BACKGROUND**

There are thirteen (13) County facilities and two hundred ninety three (293) pump stations (see Attachment 1 for list of pump stations) included with the Utilities Group. The services required are defined by a 'work cycle' that occurs up to thirty-eight (38) times per year with weekly service April thru October and bi-weekly service November thru March. The contractor shall complete each cycle in accordance with the schedule unless modified by the Pinellas County representative. The work specified will be paid per cycle in equal payments.

The following specifications are set as the minimums to gain the desired healthy and attractive landscaping.

The following items have been included for explanation:

Table C: Utilities Service Locations

Exhibit A: Pinellas County Ordinance

**C. CONTRACT PERFORMANCE:****1 COMMUNICATION**

- 1.1 Following the award of contract, the designated County representative shall be from the following department:

Pinellas County Utilities Department  
6730 142nd Ave N, Largo FL 33771  
(727) 464-4180 Office  
(727) 464-5858 Fax

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

**2 REPORTS & SCHEDULES**

- 2.1 The contractor shall provide the designated county representative in writing, by fax or electronically, a monthly work schedule. This schedule must include the service dates by location. Whenever there is a deviation from the established work schedule, the contractor shall provide the designated county representative in writing, by fax or electronically, a revised monthly work schedule including the proposed new service dates by location and an explanation of the reason for the deviation
- 2.2 A cycle service production report will be provided via email by the Contractor to the County Representative. The report shall include: locations serviced by date, types of services provided, any chemical applications, and corrective actions taken or recommended.

**3. INSPECTION OF SERVICES**

- 3.1 All work must be inspected and verified as being completed by Pinellas County before payment can be processed.
- 3.2 The contractor shall indicate the start date of service for each location and type of work to be performed. Pinellas County reserves the right to make, or cause to be made, such inspections whenever necessary to ascertain that Services are being fulfilled.
- 3.3 Deficiencies noted shall be submitted, in writing, to the Contractor. Contractor shall promptly correct deficiencies at its expense; see Section B, Special Conditions, paragraph 9, Non-Performance.

**4. MAINTENANCE OF TRAFFIC:**

- 4.1 The work specified under this section consists of safely maintaining vehicular, bicycle and pedestrian traffic within the limits of the project and compliance with traffic safety requirements for all maintenance operations.
- 4.2 The contractor shall not be permitted to isolate residences or places of business and must provide safe entrance and exit during all normal business hours.
- 4.3 Contractor shall refrain from blocking areas with tools, equipment and materials and accomplish the work so as not to disrupt the normal activities of the any county facility.
- 4.4 The contractor shall furnish, erect and maintain all necessary traffic control and safety devices, in accordance with the approved Maintenance of Traffic Plan and latest editions of the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, State of Florida, Department of Transportation, Design Standards for Design, Construction, Maintenance and Utility Operations of the State Highway System, and the Florida Highway Administration's Manual on Uniform Traffic Control Devices, (MUTCD) Part VI, applicable edition, and shall take all necessary precautions for the protection of the workers and the safety of the public for the duration of the contract period.
- 4.5 Watering operations shall comply with Florida Department of Transportation Standard Index 600.
- 4.6 Mowing operations and landscape maintenance operations shall comply with MUTCD Typical Application 6H-1. If the contractor implements lane closure, FDOT Standard Index 600 shall be complied with.
- 4.7 The contractor should submit, with the bid submittal, proof of a Worksite Traffic Supervisor certified in accordance with FDOT Intermediate Maintenance of Traffic.
- 4.8 Vendor shall submit their Traffic Safety Plan prior to award. The Traffic Safety Plan is to be reviewed and approved by Pinellas County Parks and Conservation Resources Department, 12520 Ulmerton Rd, Largo, FL 33774.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

- 4.9 A copy of the approved Maintenance of Traffic Plan shall be available in the field at any time the contractor is working on the job.
- 4.10 When machines or other equipment are required to cross the travel way in order to perform landscape maintenance activities, the contractor shall select a location that provides an unobstructed sight distance of 500 feet. The operator shall stop before crossing the travel way and permit closely approaching vehicles to pass before crossing. Operations should be planned to minimize crossings.
- 4.11 Costs associated with maintenance of traffic are to be included in the vendor's price proposal.

**5. POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):**

- 5.1 The contractor will follow all rules and regulations for both dry and wet Storm Water Retention Ponds as outlined by National Pollutant Discharge Elimination System (NPDES) requirements and any local ordinances. This includes, but not limited to, any records, logs, and reports required. Cycle invoices will include number of bags of trash/debris collected by Contractor.
- 5.2 These records, logs, and reports will be delivered to the designated County representative on the first working day of each calendar quarter.

- 6. **HAZARDOUS MATERIALS:** Hazardous materials found by the contractor, are not to be TOUCHED or HANDLED by the contractor if hazardous materials are discovered, IMMEDIATELY report the finding to the designated County representative.

**7. WORK HOURS:**

- 7.1 Contractor shall perform work between the hours of 7:00 a.m-5 p.m., Monday-Friday. Work outside these hours shall be coordinated with the County representative prior to commencement.
- 7.2 Routine maintenance such as turf mowing, edging and trimming at Location 9 – Logan Station and Location 11 – General Maintenance Division South needs to occur on Saturdays or County Holidays.
- 7.3 County designated holidays include: New Years Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day or any other Holiday as designated by Pinellas County Government.

**E. PERFORMANCE REQUIREMENTS**

- 1. **LOCATIONS AND ACREAGE:** See Table C for locations of County property and size of areas for required turf maintenance and landscape maintenance services.
- 2. **WORK CYCLES:** Unless otherwise specified, cycles will be weekly from April thru October and bi-weekly from November thru March not to exceed thirty-eight (38) cycles per year. Contractor must meet the schedule unless agreed upon in writing in advance with the designated County representative.
  - 2.1 A cycle week is defined as Monday through Friday unless otherwise approved by designated County representative.
  - 2.2 Additional cycles may be requested by the County; cycle pricing will be as bid.
  - 2.3 Cycles are designated as Maintenance Class 1, Class 2 or Class 3:



<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

**MAINTENANCE CLASS 1**

Maintenance Class 1 consists of full-service landscape maintenance to include litter and debris pick-up, mowing, edging, trimming and blowing. Tree, ornamental shrub, ground cover trimming and bed maintenance shall be performed with every mowing to provide a manicured and weed-free appearance at all times. Fertilization of turf, trees and ornamentals is twice a year in March and October. Pest control is to be performed on an as needed basis for turf, trees, ornamental shrubs and ground covers utilizing BMP's and IPM and following FDACS statutes/rules. Perform monthly irrigation inspections and zone checks. Properties typical of this level of service include high public visibility office buildings and courthouse complexes.

**MAINTENANCE CLASS 2**

Maintenance Class 2 is consistent with class one services without fertilization and pest control. Properties typical of this level of service include stand-alone buildings and facilities with lesser visibility and public access.

**MAINTENANCE CLASS 3**

Maintenance Class 3 Service is the same standard as class 1 & 2 excluding fertilization, pest control and irrigation.

2.4 Some cycles will include specialized services, for example:

Batteries for Irrigation System controls are replaced twice per year; April and October.  
Mulch is refurbished once per year; November thru March.

**3. LANDSCAPE MAINTENANCE REQUIREMENTS:**

- 3.1 Turf mowing, hard and soft edging/trimming: Mowing of all turf areas shall be accomplished with each cycle.
- 3.1.1 Mowing will be performed per local ordinances and Best Management Practices.
  - 3.1.2 Flat mowing and slopes less than or equal to 4:1 shall be mowed at 4" height plus or minus ½". Slopes greater than 4:1 shall be mowed at 5" height plus or minus ½".
  - 3.1.3 Should a ditch or slope be too steep or wet for a mower to operate on without damaging the turf or grade integrity, area shall be mowed by hand with weed-eaters or specialized equipment to prevent damage.
  - 3.1.4 Damage to structures, plantings and turf caused by the contractor's maintenance activities are the sole responsibility of the contractor.
  - 3.1.5 Out parcels and some low profile areas may require fewer cycles as determine on a case by case basis and approved by County Representative.
  - 3.1.6 Mowing heights shall be determined by turf type and according to seasonal growth as recommended by IFAS. No scalping or gouging is permitted. Scheduled cuts missed due to inclement weather shall be made up as soon as conditions permit. Mower blades shall be kept sharp to prevent tearing of grass blades. Clippings shall be left on turf with excessive clippings distributed by mower or blowing. No clippings are to remain on impervious surfaces per local ordinance and BMP's. No clippings are to remain on drainage structures (catch basin grates, mitered ends, weirs, etc.). Mowing discharge shall be directed away from any water body. In the case of fungal disease outbreaks, contractor will collect clippings until the disease is undetectable

## SECTION E – SPECIFICATIONS

### **PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

- 3.1.7 Turf around sprinkler heads will be trimmed or treated with a non-selective herbicide so as to not interfere with or intercept water output. Isolated trees and shrubs growing in turf areas will require mulched areas around them (minimum 2-foot diameter) to avoid bark injury from mowers and string trimmers and to reduce root competition from grass. Turf trimming and edging will be done with each mowing. Blade edger will be used around all beds, tree ring, walks and drives. String trimmers may be used around utility boxes and building but no string damage may occur. Turf around sprinkler heads will be trimmed or treated with a non-selective herbicide so as to not interfere with or intercept water output. Isolated trees and shrubs growing in turf areas will require mulched areas around them (minimum 2-foot diameter) to avoid bark injury from mowers and string trimmers and to reduce root competition from grass. Weeds and grass around fence lines will not be allowed to exceed six (6) inches in height. Volunteer seedlings of palms, trees and exotic invasive plants shall not be allowed to grow in fence lines. Care will be taken to avoid erosion along fence lines due to use of herbicides. At treatment plants chemical applications shall be preapproved by the County Representative.
- 3.1.8 Utilities pump station calculations are provided at a minimum 400 square foot of turf per location. Some stations do not include turf, but may have hedge plants or a fenced area around a concrete pad. Work at fenced in sites will require blowing off the pad, collection of leaves or debris if present, vine removal or vegetation trimming to keep the fence line around the station clear, and pest control for weeds in gravel or mulched areas.
- 3.1.9 Mowing height recommendations: The heights listed are the suggested lengths of the grass blade after mowing. The depth of thatch (if exists) should not be included in this measurement. See Table 1 below.

**Table 3. Mowing Height Recommendation**

Grass Type	Height
Bahiagrass and St. Augustine grass varieties (Raleigh, Floratam, Floralawn, Bitterblue, Floratine, FX 10)	3.5 - 4.0"
Semi-dwarf St. Augustine varieties (Seville, Del Mar, Jade, Palmetto)	1.5 - 2.5"
Bermudagrass (Hybrids)	.75 - 1.5"
Bermudagrass (Common)	1.5"
Centipedegrass	1.5 - 2.0"
Zoysiagrass	1- 3.0"

- 3.2 Plant beds, Ornamental trees and Hedges
- 3.2.1 All beds will be addressed for health of plants, trash and debris each cycle maintenance. Appropriate actions will be taken to maintain plants in a healthy, disease free condition.
- 3.2.2 Plants will be trimmed as needed to maintain uniform size. Plants shall not touch structures. At treatment plants, there shall be no vegetation overhang around plant processing equipment.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

- 3.2.3 The Contractor will ensure that beds are properly irrigated to maintain healthy plant growth. All irrigation will, where feasible, be accomplished using low volume irrigation. Contractor is required to maintain irrigation systems. Replacement of dead/damaged landscape material, determined due to insufficient water, will be the sole responsibility of the contractor.
- 3.2.4 Groundcover beds containing Dwarf Confederate Jasmine or Perennial Peanut shall be mowed or filament string trimmed to a height of six (6) inches quarterly, in order to maintain a neat appearance.
- 3.2.5 When maintaining hedges and shrub plantings, the contractor must remove any volunteer trees/shrubs that begin to grow in them. This includes seedlings of oaks, cabbage palms, and exotic invasive plants such as Brazilian pepper.
- 3.2.6 The overall condition of the landscape is the sole responsibility of the Contractor, who must take necessary measures to ensure that plant material remains alive and in Florida No. 1 Grade state of health, as defined by Florida Nurserymen Growers Association. All plant material that dies (other than catastrophic loss or vandalism) must be replaced within 30 days by the Contractor at no additional charge. In addition, at the discretion of the County, the Contractor will be required to replace plants that are of declining health that can directly attributed to the landscape maintenance practices employed by the contractor.
- 3.2.7 In February of each year, all winter-killed plant materials shall be pruned to remove portions that have been killed or removed from the general landscape. If plants are not to be replaced, then the Contractor must be sure that any holes created by plant material are filled and that three (3) inches of mulch are applied over any area of bare soil.

**3.3 WEEDING:**

- 3.3.1 Grass and weeds (living and dead) growing in and around annual/perennial plants beds, shrubs, trees, sidewalks, curbing, and buildings shall be removed with each maintenance cycle and the general landscape shall be kept free of weeds and maintained to a clean finished appearance. This can be accomplished by manual, mechanical or chemical methods.
- 3.3.2 Following any chemical application, dead weeds shall be removed within fourteen (14) calendar days. A pre-emergent granular herbicide may be applied at the contractor's option and expense to reduce weed growth.
- 3.3.3 In no case, will manual or mechanical methods used be allowed to cause damage to plants or tree/shrub bark.
- 3.3.4 At the discretion of the County, plant materials damaged by the contractor's weed maintenance activities shall be replaced at the expense of the contractor.
- 3.3.5 Chemical edging can be used around fence lines, walkways and curbing.
- 3.3.6 Fence areas treated with chemicals will not exceed three (3) inches on either side of the fence.
- 3.3.7 Weeds and grass around fence line will not be allowed to exceed six (6) inches in height.
- 3.3.8 Volunteer seedlings of palms, trees and exotic invasive plants shall not be allowed to grow in fence lines.

<b>SECTION E – SPECIFICATIONS</b>
-----------------------------------

**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED**

**3.4 TREE/SHRUB/PALM PRUNING:**

Pruning for ornamental shrubs, small trees and palms pruning to 10 feet (10'), and ground cover

- 3.4.1 Pruning shall be included in maintenance cost including trees/palms to 10 feet (10') in height. Tree pruning shall be to ANSI A300 standards/ISA BMP's and ANSI Z133.1 safety standards. Pruning of other plants shall be to IFAS recommendations including pruning of hedges wider at the base to allow for light requirements. Hedges shall be maintained at a maximum height of 8 feet (8') unless authorized by County representative. A certified arborist shall be on site at all times during work activities. Certification shall be through the Florida Chapter of the International Society of Arboriculture (ISA). Trimming of pre-existing shrubs over 10' will be performed in accordance with the Miscellaneous Services Schedule as per bid.
- 3.4.2 All palms shall be trimmed of flower stalks or spent seedpods and dead fronds. Only brown or damaged fronds shall be removed and in no case are palm fronds, growing above the horizontal, to be removed. Palms SHALL NOT be hurricane pruned.
- 3.4.3 The Contractor will trim all tree limbs that cross any sidewalk or parking lot that do not conform to State or Federal ADA requirements. The lower branches of all trees shall be pruned, as needed, for ease of mowing and for clearance of ten (10) feet above all sidewalks and sixteen (16) feet above all parking lots, driveways and roadways
- 3.4.4 Pruning at pump stations shall maintain a safe work zone and provide appropriate clearance for maintenance activities in and around equipment by Utilities Department personnel. Hedges adjacent to the pump station pad shall be maintained at a maximum height of 8' and vertical clearance of 4' from equipment unless otherwise designated by County Representative. All overhanging tree limbs shall be uplifted to provide a 10' clearance over pump stations pad and equipment.
- 3.4.5 Pruning for tree and palm over 10 feet (10') Pruning over 10' will be performed in accordance with the Miscellaneous Services Schedule as per bid

**3.5 MULCHING:**

Mulching shall be done annually between February and March and will be invoiced per the Miscellaneous Services Schedule. Beds will be cleaned and free of debris prior to installation of new mulch. Existing mulch will determine product to be used per bed. During each cycle service, mulch is to be cleaned and washouts repaired to maintain a uniform depth and look. Annual refurbishing of mulch shall be applied to a depth of 3". Mulch should not be in contact with tree or shrub trunks or bury branches. To prevent weed growth, the mulch may be treated with a pre-emergent granular herbicide applied in accordance with the Miscellaneous Services Schedule

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED****3.6 IRRIGATION SYSTEM MAINTENANCE AND REPAIR:**

- 3.6.1 Irrigation inspection labor shall be included in turf or plant bed maintenance cost. The landscape maintenance contractor shall, as part of this contract, perform monthly inspection tasks including but not limited to:
- 1) Clean and adjust irrigation control clocks including cleaning and tightening terminals and connectors, adjust locks and ensure that cabinets are properly sealed.
  - 2) Flush pipes and valves to remove any accumulated sediment
  - 3) Clean filter screens and nozzles
  - 4) Adjust heads for directions and spray pattern
  - 5) Clean and adjust valves and check electrical connections
  - 6) Clear valve boxes of dirt and debris, raise boxes to grade and reestablish location markings as necessary.
  - 7) Drip irrigation systems shall be flushed periodically to remove sediment. When flushing is necessary, it shall be performed as part of this contract. Drip systems shall be flushed at least once a year. This shall be accomplished by opening the ends of drip lines and running the zone for at least 15 minutes at full flow to flush. It may be necessary to install flush outlets in order to flush the drip system.
  - 8) Small leaks and riser repairs are to be completed at no charge as part of the monthly maintenance.
- 3.6.2 Within 4 business days of completion, Contractor shall provide a system report detailing work performed and necessary repairs in addition to tasks listed above. Repairs shall be estimated using the hourly rate and parts pricing from the Miscellaneous Services Schedule for approval by the County representative prior to commencement of work.
- 3.6.3 Contractor shall respond within 12 hours to reports of uncontrolled water flow, such as a main line break or stuck zone valve.

**3.7 FERTILIZER AND PEST CONTROL:**

- 3.7.1 Fertilizer and Pest Control Program shall be developed by Contractor and approved by County Contract Manager. All recommendations shall abide by the BMP standards. The Contractor shall apply fertilizer and pesticide according to the approved schedule.
- 3.7.2 Fertilizer and Pest Control shall be invoiced separately and priced per the Miscellaneous Services Schedule. All applications shall be applied per IFAS recommendations for turf, trees, palms and plants and as allowed by statute and local ordinance. Fertilizer shall be removed from impervious services onto beds or tree rings per local ordinance and BMP's. Sprays to control insects or disease, when detected, shall be applied to all affected species within one hundred feet of the infection only on County property. Each application requires prior approval by the County Contract Manager. Contractor shall provide a fertilization and pest control report detailing applications as they occur. Each visit it is the contractor's responsibility to notify the County Contract Manager of any infestations that could affect the health of plant material.

**3.8 LITTER AND DEBRIS REMOVAL**

Litter removal shall be performed with each service and consist of the pickup, removal and disposal of litter and other undesirable or objectionable debris including fallen plant material such as palm fronds, leaves, tree branches and/or weeds and volunteer plants within the maintained limits of the properties or roadway right-of-way. This includes ponds, outparcels, sidewalks, parking lots and ALL areas included in this agreement.

**3.9 BUSH HOG**

Some parcels may be rough cut or bush hogged based on local codes where the parcels are located. (Trinity site behind the landscaped berms for example) Bush hog cut finish Maximum 6" with 2" variance. Work of this type may include sites containing grasses and bushes up a 1.5" in diameter and 3' – 4' tall. Shall be estimated using Miscellaneous Services Schedule.

<b>SECTION E – SPECIFICATIONS</b>
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**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED****4.0 UNSPECIFIED LANDSCAPE MAINTENANCE WORK (ALLOWANCE)**

The work specified under this Section includes an allowance for any unspecified or unforeseen items of related landscape maintenance work not included in other bid items but necessary for accomplishing the work in this contract. Additional work may include:

- 4.0.1 **Palm Pruning above 10 feet**  
Palm pruning above 10 feet in height will be estimated and invoiced separately using Miscellaneous Services Schedule. Pruning of fronds shall not exceed horizontal 9:00 and 3:00 o'clock positions. Boot pruning and seed pod removal is included. When appropriate pruning tools shall be sterilized between trees. A certified arborist shall be on site at all times during work activities.
- 4.0.2 **Tree Trimming above 10 feet**  
Tree trimming above 10 feet in height will be estimated according to the Miscellaneous Service Schedule and approved by County representative. A certified arborist shall be on site at all times during work activities.
- 4.0.3 **Additional lawn/grounds maintenance**  
Additional lawn/grounds maintenance may be requested during the term of the contract and shall be estimated per the Miscellaneous Services Schedule.
- 4.0.4 **Irrigation Upgrades**  
Irrigation upgrades will be estimated according to the Miscellaneous Services Schedule.
- 4.0.5 **Landscape Upgrades**  
Any landscape upgrade beyond replacing existing plants will be estimated using the Miscellaneous Services Schedule.
- 4.0.6 **Irrigation Kits** – unit price of each kits shall be held firm for the duration of the contract.

**IRRIGATION KIT 1- DRIP REPAIR KIT**

Kit shall include the following parts:

Dripline 3' X 3  
Male adapter ½

**IRRIGATION KIT 2 – ROTOR KIT**

Kit shall include the following parts:

PGP rotor  
Flex pipe 3' X 3  
½ 90  
½ Nipple

**IRRIGATION KIT 3 – SPRAY KIT**

Kit shall include the following parts:

12" Hunter pop up  
Flex pipe 3' X 3  
Nozzle

**SECTION E – SPECIFICATIONS****PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – CONTINUED****IRRIGATION KIT 4 – VALVE REPAIR KIT**

Kit shall include the following parts:

- 2" Scrubber valve
- 2" Slip fix
- 2" 90
- 2" 45
- 2" Male adapter X 2
- 2" Coupling X 2
- 2" Ball valve
- 2" Schedule 40 pipe

**IRRIGATION KIT 5 – PIP REPAIR KIT**

Kit shall include the following parts:

- 2" Slip fix
- 2" Coupling
- 2" Piper

## SECTION E – SPECIFICATIONS

**TABLE C: UTILITIES SERVICE LOCATIONS**

LOCATION NUMBER	MAINTENANCE CLASS	LOCATION	ANNUAL CYCLES (NOT TO EXCEED)	TURF GRASS AREA (ACRE)	LANDSCAPE AREA (ACRE)	HARD EDGE (LINER FEET)
						SOFT EDGE (LINEAR FEET)
1	1	<b>W.E. Dunn Facility</b> 4100 Dunn Drive Palm Harbor, FL 34683	38	8.15	1.82	9,688
						9,313
2	1	<b>South Cross Facility</b> 7415 54 <sup>th</sup> Ave. N. St. Petersburg, FL 33709	38	7.39	.97	7,521
						15,085
3	1	<b>McKay Creek Facility</b> 14800 118 <sup>th</sup> Ave N. Largo, FL 34644	38	2.21	.17	1,962
						1,137
4	2	<b>S.K. Keller Facility</b> 3655 Keller Circle Tarpon Springs, FL 34689	38	12.7	.5	6,565
						10,995
5	2	<b>North Booster Station</b> 27707 U.S. Hwy. 19 N. Clearwater, FL 34621	38	3.49	.18	2,388
						4,971
6	1	<b>Oakhurst Station</b> 11323 74 <sup>th</sup> Ave. N. Seminole, FL 33772	38	1.01	.15	3,435
						344
7	2	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	38	2.1	.6	4,239
						1,270
8	Bush Hog	<b>Trinity</b> (open parcel behind the street side berm) 3660 Trinity Boulevard Tarpon Springs, FL 34689	3	40		9,688
						9,313
9	1	<b>Gulf Beach Station</b> 4501 Gulf Boulevard St. Petersburg, FL	38	.37	.05	4,239
						371
10	1	<b>Logan Station</b> 1620 Ridge Rd., Bldg. A & B Largo, FL 33778	38	4.97	.22	4,391
						371



**SECTION E – SPECIFICATIONS**

**TABLE C: UTILITIES SERVICE LOCATIONS CONTINUED**

	2	<b>Fat, Oil &amp; Grease</b> 10901 28 <sup>th</sup> St. N. St. Petersburg, FL 33716	38	2.45	.01	110
						846
12	1	<b>GMD South</b> 6730 142 <sup>nd</sup> Ave. N. Clearwater, FL 33771	38	3.59	.4	3,544
						500
13	2	<b>PS 016</b> 10548 Park Boulevard Seminole, FL	38	.13	.84	1,320
						150
14	3	<b>Countywide Pump Stations</b> Includes grounds, buildings & parking Attachment 1 – List of Pump Stations	38	7.87	.2	47,000
						47,000

DESCRIPTION	MAINTENANCE CLASS	ZONES		
ZONES IRRIGATION INSPECTION & REPAIR	1 & 2	112		
			TURF AREA ACRES	BED AREA ACRES
TOTAL ACREAGE				Hard Edge Linear feet (Lin. ft.)
				Soft Edge Linear feet (Lin. ft.)
Total Acres Maintenance Class 1	1	17.17 Acres	7.18 Acres	87,342
				21,362
Total Acres Maintenance Class 2	2	8.54 Acres	.3 Acres	18,619
				13,501
Total Acres Maintenance Class 3	3	12.18 Acres	.465 Acres	900
				850

**SECTION F – BID SUBMITTAL AND SUMMARY**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP**

Site	MAINTENANCE CLASS	Address	Total Cycle Cost for Location	X	Number of Annual Cycles	=	Total Annual Cost	
1	1	Downtown Clearwater Location 1	\$	X	38	=	\$	
2	1	Downtown Clearwater Location 2	\$	X	38	=	\$	
3	1	Downtown Clearwater Location 3	\$	X	38	=	\$	
4	1	Downtown Clearwater Location 4	\$	X	38	=	\$	
5	1	Downtown Clearwater Location 5	\$	X	38	=	\$	
6	1	Downtown Clearwater Location 6	\$	X	38	=	\$	
7	3	Downtown Clearwater Location 7	\$	X	38	=	\$	
8	2	Downtown Clearwater Location 8	\$	X	38	=	\$	
9	1	Downtown Clearwater Location 9	\$	X	38	=	\$	
10	3	Downtown Clearwater Location 10	\$	X	38	=	\$	
11	2	North County Location 11	\$	X	38	=	\$	
12	1	St Petersburg Location 12	\$	X	38	=	\$	
13	1	Downtown St Petersburg Location 13	\$	X	38	=	\$	
14	1	Downtown St Petersburg Location 14	\$	X	38	=	\$	
15	3	Central County Location 15	\$	X	38	=	\$	
16	3	Central County Location 16	\$	X	38	=	\$	
17	3	Central County Location 17	\$	X	38	=	\$	
18	3	Central County Location 18	\$	X	38	=	\$	
19	1	Central County Location 19	\$	X	38	=	\$	
20	2	Central County Location 20	\$	X	38	=	\$	
21	1	Central County Location 21	\$	X	38	=	\$	
22	1	Central County Location 22	\$	X	38	=	\$	
23	3	Central County Location 23	\$	X	38	=	\$	
24	1	Central County Location 24	\$	X	38	=	\$	
25	3	Central County Location 25	\$	X	38	=	\$	
26	1	Central County Location 26	\$	X	38	=	\$	
27	3	Central County Location 27	\$	X	12	=	\$	
<b>TOTAL ANNUAL COST (Locations 1 - 27)</b>								\$

## SECTION F – BID SUBMITTAL AND SUMMARY

**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP CONTINUED**

**MISCELLANEOUS AND UNSPECIFIED SERVICES:** Miscellaneous and unspecified services shall be ordered solely at the discretion of the County. Prices quoted will be the price paid for each service in the event that the service is required. Unit prices will remain firm for the entire contract period.

<b>MISCELLANEOUS AND UNSPECIFIED SERVICES</b>			
<b>SERVICE DESCRIPTION</b>	<b>U/M</b>	<b>QUANTITY</b>	<b>EXTENDED PRICE</b>
<b>MULCHING</b>	<b>Price per cubic yard</b>	<b>Estimated cubic yard annually</b>	
Cypress Mulch Installed	\$	1,250 cy	\$
Coco Brown Hardwood Mulch Installed	\$	600 cy	\$
<b>IRRIGATION LABOR</b>	<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>	
Labor Rate – Irrigation Upgrades	\$	120 hours	\$
Labor Rate – Irrigation Repairs	\$	120 hours	\$
<b>IRRIGATION MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Irrigation Materials Not Listed Above		%	\$5,000.00
<b>GENERAL LABOR</b>	<b>HOURLY LABOR RATE</b>	<b>Estimated hours annually</b>	
Labor Rate	\$	200 hours	\$
<b>LANDSCAPE MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Landscape Materials		%	\$25,000.00

<b>UNSPECIFIED SERVICES</b>			<b>Estimated annual expenditure</b>
<b>NOT DEFINED</b>		<b>QUOTED PER EVENT</b>	<b>\$25,000.00</b>

**SECTION F – BID SUBMITTAL AND SUMMARY**

**PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT GROUP CONTINUED**

<b>MISCELLANEOUS SERVICES - continued</b>			
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE TRIMMING AND PALM TRIMMING</b>			
<b>TREE TRIMMING</b> - Tree trimming above 10 feet in height will be quoted to and approved by County representative		<b>PER QUOTED EVENT</b>	<b>Estimated annual expenditure \$50,000.00</b>
<b>Palm trimming price should be based on annual expenditure (Unable to provide quantities)</b>			<b>Estimated annual expenditure \$50,000.00</b>
<b>PALM TRIMMING</b>		<b>PER PALM</b>	<b>SEE BELOW</b>
<b>Item</b>	<b>Palm Species</b>	<b>11-35 feet</b>	<b>Greater than 35 feet</b>
1	Canariensis	\$	\$
2	Chinese Fan	\$	\$
3	Indian Date	\$	\$
4	Medjool	\$	\$
5	Pindo	\$	\$
6	Reclinata	\$	\$
7	Queen	\$	\$
8	Sabal	\$	\$
9	Washingtonia	\$	\$
10	Paurotis	\$	\$
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE AND PALM TRIMMING</b>			<b>\$100,000.00</b>
<b>TOTAL ANNUAL MISCELLANEOUS AND UNSPECIFIED SERVICE</b>			<b>\$</b>

<b>TOTAL ANNUAL COST</b>	<b>EXTENDED COST</b>	<b>X</b>	<b>YEARS</b>	<b>TOTAL FIVE (5) YEARS</b>
<b>LOCATIONS 1 - 27</b>	\$	X	5	\$
<b>MISCELLANEOUS AND UNSPECIFIED SERVICE</b>	\$	X	5	\$
<b>PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT</b>				\$
<b>GRAND TOTAL FIVE (5) YEARS</b>				

**SECTION F – BID SUBMITTAL AND SUMMARY**

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL GROUP**

GROUP	TURF GRASS AREA (ACRE)	BED AREA (ACRE)	UNIT PRICE PER ACRE	TOTAL PRICE PER CYCLE	ANNUAL CYCLES (NOT TO EXCEED)	EXTENDED PRICE
<b>GROUP NORTH</b>						
Maintenance Class 4	65.28		\$	\$	14	\$
Maintenance Class 4		3.45	\$	\$	14	\$
Maintenance Class 5	39.59		\$	\$	14	\$
<b>Annual Total Group North - All Sections</b>						\$
<b>GROUP CENTRAL</b>						
Maintenance Class 4	45.18		\$	\$	14	\$
Maintenance Class 4		3.46	\$	\$	14	\$
Maintenance Class 5	28.53		\$	\$	14	\$
<b>Annual Total Group Central - All Sections</b>						\$
<b>GROUP SOUTH</b>						
Maintenance Class 4	47.44		\$	\$	14	\$
Maintenance Class 4		3.08	\$	\$	14	\$
Maintenance Class 5	74.44		\$	\$	14	\$
<b>Annual Total Group South - All Sections</b>						\$

**SECTION F – BID SUBMITTAL AND SUMMARY**

**PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL GROUP CONTINUED**

**MISCELLANEOUS AND UNSPECIFIED SERVICES (UPON REQUEST)**

DESCRIPTION	UNIT OF MEASURE	COST
Installation of County Recycled Mulch including Transportation and Labor	HR	\$
Fertilization of Plant Beds – Labor only	Sq. Ft	\$
Tree, Shrub and Perennial,	3 gallons	\$
Groundcover or Turf Grass Planting or Replacement	Sq. Ft	\$
Insect and Disease Chemical Control	Per 1,000 Sq. Ft.	\$
General Landscape Tasks (one time removal plant material, exotic invasive, etc.)	HR	\$
Watering	1000 gallons	\$
Litter/Trash Pickup (72 hr. notice)	HR	\$
Landscape Median Maintenance (72 hr. notice)	HR	\$
Right of Way Clearance (72 hr. notice)	HR	\$
Tree trimming activities over (10') ten feet	Per Quoted Event	\$
Mowing Only (turf areas) (72 hr. notice)	HR	\$
Citizen/County Staff Complaint Response (72 hr. notice)	HR	\$
Annual Total Unspecified Funds		\$50,000.00

ANNUAL TOTAL PER GROUP	EXTENDED PRICE	X	YEARS	TOTAL FIVE (5) YEARS
Annual Total Group North - All Sections	\$	X	5	\$
Annual Total Group Central - All Sections	\$	X	5	\$
Annual Total Group South - All Sections	\$	X	5	\$
Annual Total Unspecified Funds	\$50,000.00	X	5	\$250,000.00
<b>PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL</b>				
<b>GRAND TOTAL FIVE (5) YEARS</b>				<b>\$</b>

## SECTION F – BID SUBMITTAL AND SUMMARY

**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS -**

Site	MAINTENANCE CLASS	Address	Total Cycle Cost for Location	X	Number of Annual Cycles	=	Total Annual Cost
1	1	<b>W.E. Dunn Facility</b> 4100 Dunn Drive Palm Harbor, FL 34683	\$	X	38	=	\$
2	1	<b>South Cross Facility</b> 7415 54 <sup>th</sup> Ave. N. St. Petersburg, FL 33709	\$	X	38	=	\$
3	1	<b>McKay Creek Facility</b> 14800 118 <sup>th</sup> Ave N. Largo, FL 34644	\$	X	38	=	\$
4	2	<b>S.K. Keller Facility</b> 3655 Keller Circle Tarpon Springs, FL 34689	\$	X	38	=	\$
5	2	<b>North Booster Station</b> 27707 U.S. Hwy. 19 N. Clearwater, FL 346215	\$	X	38	=	\$
6	1	<b>Oakhurst Station</b> 11323 74 <sup>th</sup> Ave. N. Seminole, FL 33772	\$	X	38	=	\$
7	2	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	\$	X	38	=	\$
8	Bush Hog	<b>Trinity</b> 3660 Trinity Boulevard Tarpon Springs, FL 34689	\$		3	=	\$
9	1	<b>Gulf Beach Station</b> 4501 Gulf Boulevard St. Petersburg, FL	\$	X	38	=	\$
10	1	<b>Logan Station</b> 1620 Ridge Rd., Bldg. A & B Largo, FL 33778	\$	X	38	=	\$
11	2	<b>Fat, Oil &amp; Grease</b> 10901 28 <sup>th</sup> St. N. St. Petersburg, FL 33716	\$	X	38	=	\$
12	1	<b>GMD South</b> 6730 142 <sup>nd</sup> Ave. N. Clearwater, FL 33771	\$	X	38	=	\$
13	2	<b>PS 016</b> 10548 Park Boulevard Seminole, FL	\$	X	38	=	\$
14	3	<b>Countywide Lift Stations</b> Includes grounds, buildings & parking	\$	X	38	=	\$
<b>TOTAL ANNUAL COST (LOCATIONS 1 -14)</b>							\$

## SECTION F – BID SUBMITTAL AND SUMMARY

PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS - CONTINUED

<b>MISCELLANEOUS SERVICES</b>			
<b>SERVICE DESCRIPTION</b>	<b>U/M</b>	<b>QUANTITY</b>	<b>EXTENDED PRICE</b>
<b>MULCHING</b>	<b>Price per cubic yard</b>	<b>Estimated cubic yard annually</b>	
Cypress Mulch Installed	\$	1000 cy	\$
Pine Bark Nuggets (Small) Mulch Installed	\$	1000 cy	\$
<b>IRRIGATION LABOR</b>	<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>	
Labor Rate – Irrigation Tech	\$	300 hours	\$
<b>Irrigation Kits Detail</b>	<b>Price per kit</b>	<b>Estimated quantity annually</b>	
Irrigation Kit 1- Drip Repair Kit	\$	50	\$
Irrigation Kit 2 – Rotor Kit	\$	1000	\$
Irrigation Kit 3 – Spray Kit	\$	1500	\$
Irrigation Kit 4 – Valve Repair Kit	\$	50	\$
Irrigation Kit 5 – Pipe Repair Kit	\$	200	\$
<b>IRRIGATION MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Irrigation Materials Not Listed Above		%	\$20,000.00
<b>GENERAL LABOR</b>	<b>HOURLY LABOR RATE</b>	<b>Estimated hours annually</b>	
Labor Rate	\$	455 hours	\$
<b>LANDSCAPE MATERIALS</b>		<b>Cost Plus Percentage Markup</b>	<b>Estimated annual expenditure</b>
Landscape Materials		%	\$75,000.00



**SECTION F – BID SUBMITTAL AND SUMMARY**

<b>PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS - MISCELLANEOUS SERVICES - continued</b>			
<b>ADDITIONAL APPLICATIONS OF FERTILIZATION OR PEST CONTROL</b>			
	<b>Hourly Labor Rate</b>	<b>Estimated hours annually</b>	
Labor for application of fertilizer or pest control	\$	50 hours	\$
<b>FERTILIZER OR PEST CONTROL</b>			
		<b>Cost Plus Percentage Markup</b>	<b>Estimated Annual Expenditure</b>
Fertilizer Or Pest Control		%	\$15,000.00
<b>BUSH HOGGING</b>			
	<b>Price per hour</b>	<b>Estimated hours Annually</b>	
Bush Hogging	\$	200 hours	\$
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE TRIMMING AND PALM TRIMMING</b>			
<b>TREE TRIMMING</b> - Tree trimming above 10 feet in height will be quoted to and approved by County representative	<b>PER QUOTED EVENT</b>		<b>Estimated annual expenditure \$50,000.00</b>
<b>Palm trimming price should be based on annual expenditure (Unable to provide quantities)</b>			<b>Estimated annual expenditure \$50,000.00</b>
<b>PALM TRIMMING</b>		<b>PER PALM</b>	<b>SEE BELOW</b>
<b>Item</b>	<b>Palm Species</b>	<b>11-35 feet</b>	<b>Greater than 35 feet</b>
1	Canariensis	\$	\$
2	Chinese Fan	\$	\$
3	Indian Date	\$	\$
4	Medjool	\$	\$
5	Pindo	\$	\$
6	Reclinata	\$	\$
7	Queen	\$	\$
8	Sabal	\$	\$
9	Washingtonia	\$	\$
10	Paurotis	\$	\$
<b>ESTIMATED ANNUAL EXPENDITURE FOR TREE AND PALM TRIMMING</b>			<b>\$100,000.00</b>
<b>TOTAL ANNUAL MISCELLANEOUS SERVICE</b>			<b>\$</b>

**SECTION F – BID SUBMITTAL AND SUMMARY**

**PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS - CONTINUED**

<b>ANNUAL TOTAL PER GROUP</b>	<b>EXTENDED PRICE</b>	<b>X</b>	<b>YEARS</b>	<b>TOTAL FIVE (5) YEARS</b>
<b>LOCATIONS 1 - 14</b>	\$	X	5	\$
<b>MISCELLANEOUS AND UNSPECIFIED SERVICE</b>	\$	X	5	\$
<b>PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS – GRAND TOTAL FIVE (5) YEARS</b>				\$

**TOTAL OF PROPERTY GROUPS 1 – 3 SERVICE LOACTIONS**

<b>PROPERTY GROUP</b>	<b>TOTAL</b>
<b>PROPERTY GROUP 1 - REAL ESTATE MANAGEMENT</b>	\$
<b>GRAND TOTAL FIVE (5) YEAR</b>	
<b>PROPERTY GROUP 2 - PUBLIC WORKS MEDIAN/RIGHT OF WAY POND/OUTPARCEL</b>	\$
<b>GRAND TOTAL FIVE (5) YEARS</b>	
<b>PROPERTY GROUP 3 - UTILITIES SERVICE LOCATIONS –</b>	\$
<b>GRAND TOTAL FIVE (5) YEARS</b>	
<b>BID TOTAL FIVE (5) YEARS</b>	\$

<b>SECTION F – BID SUBMITTAL AND SUMMARY</b>
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The following checklist is included to help ensure all the items are included with your bid submittals necessary to complete a thorough evaluation of your bid response.

Items checked should be included with your bid submittal. Additional documentation may be requested by the County to ensure contract compliance.

√	DESCRIPTION OF SUBMITTAL	PAGE	SUBMIT WITH BID
	Sign the Bidder Acceptance Form	1	√
	Current Certificate(s) of Insurance	17	√
	Complete Vendor References Form	21	√
	List of Equipment – Asset Management	Attachment 2	√
	List of Landscape BMP certifications	23	√
	Pesticide Application license	23	√
	Fertilizer Application license	23	√
	Certified Arborist Certification	23	√
	Maintenance of Traffic Certification	23	√
	Example of Weekly Work Report	43	√
	Sign the Addenda Acknowledgement Form (if applicable)	82	√

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 (<http://www.flsenate.gov/Laws/Statutes/2011/607.1501>).

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit [www.sunbiz.org](http://www.sunbiz.org) for this information on how to become registered.

**SECTION F – BID SUBMITTAL AND SUMMARY**

**Electronic Payment (ePayables)**

The Board of County Commissioners (County) is offering faster payments. The County would prefer to make payment using credit card through the ePayables system. See Section A, number 27.

Would your company accept to participate in the ePayables credit card program?

Yes

No

For more information about ePayables credit card program please visit Purchasing Department website [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Signature

\_\_\_\_\_  
Phone Number

**W-9 REQUEST FOR TAXPAYER ID NUMBER AND CERTIFICATION**

Substitute Form **W-9**

**Request for Taxpayer Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

**Print or type**  
**See Specific Instructions on page 2.**

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined in the instructions).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here** Signature of U.S. person ▶ Date ▶

**\*Instructions to Form W-9 available upon request.**

Detach on the perforation

**Section 119.071(5), Florida Statutes Notice:**

Your Tax Identification Number (which for individuals is your social security number) is collected on Form W9 for use in filing information returns with the IRS as described more fully below. Collection of the tax identification number (or social security number as applicable) is mandatory pursuant to Section 6109 of the Internal Revenue Code (26 U.S.C § 6109).

**Privacy Act Notice:**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**SECTION G - ADDENDA ACKNOWLEDGMENT FORM**

**Bid Title: Landscape and Grounds Maintenance, Countywide**

**Bid Number: 167-0018-B(PF)**

**PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB/RFP BY SIGNING AND DATING BELOW:**

**ADDENDUM NO.**

**SIGNATURE/PRINTED NAME**

**DATE RECEIVED**

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED

**Note:** Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm’s proposal.

Information regarding Addenda issued is available on the Purchasing Department’s website at, [www.pinellascounty.org/purchase/Current\\_Bids1.htm](http://www.pinellascounty.org/purchase/Current_Bids1.htm) , listed under category ‘Current Bids’.

SECTION H - STATEMENT OF NO BID

**NOTE:** If you do not intend to bid on this requirement, please return this form immediately. **Thank you.**

[Pinellas County Purchasing Department  
400 South Fort Harrison Avenue, 6th Floor  
Clearwater, Florida 33756]

We, the undersigned have declined to submit a bid for No. **167-0018-B(PF)** for **Landscape and Grounds Maintenance, Countywide.**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond requirement.
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Remove Us from Your "Notification List" Altogether
- Other (specify below).

REMARKS:

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We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidders List of Pinellas County.

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TYPED NAME OF ABOVE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EXHIBIT A

PART II - PINELLAS COUNTY CODE  
Chapter 58 - ENVIRONMENT  
ARTICLE XIII. - LANDSCAPE MAINTENANCE AND FERTILIZER USE AND APPLICATION

**Sec. 58-471. - Findings of fact.**

As a result of adverse impacts to Pinellas County waters caused by excessive nutrients resulting from improper landscape maintenance practices and the incorrect or unnecessary application of fertilizers containing phosphorus and/or nitrogen, the Pinellas County Board of County Commissioners has determined that the lands and waters of Pinellas County are at particularly high risk for adverse effects to surface and ground water from such fertilizer containing phosphorus and/or nitrogen, particularly when not applied in accordance with best management practices established by the Florida Department of Environmental Protection (FDEP), the Florida Department of Agriculture and Consumer Services (DACS), and the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS).

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-472. - Purpose and intent.**

This article regulates the proper use of fertilizers by any applicator and requires proper training of commercial and institutional fertilizer applicators and landscape maintenance companies by establishing a restricted season for fertilizer application, fertilizer-free zones, low maintenance zones, exemptions, training, and licensing requirements. The article requires the use of best management practices which provide specific management guidelines to minimize negative secondary and cumulative environmental effects associated with the misuse of fertilizers and improper landscape maintenance practices. These secondary and cumulative effects have been observed in and on Pinellas County's natural and artificial stormwater and drainage conveyances, rivers, lakes, canals, estuaries, interior freshwater wetlands, and Tampa Bay. Collectively, these water bodies are an asset critical to the environmental, recreational, cultural and economic well-being of Pinellas County residents and the health of the public. Overgrowth of algae and vegetation hinder the effectiveness of flood attenuation provided by natural and artificial stormwater and drainage conveyances. Regulation of nutrients, including both phosphorus and nitrogen contained in fertilizer, will help improve and maintain water and habitat quality.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-473. - Definitions.**

For this article, the following terms shall have the meanings set forth in this section unless the context clearly indicates otherwise.

*Administrator* means the Pinellas County Administrator, or an administrative official of Pinellas County government designated by the county administrator to administer and enforce the provisions of this article.

*Application* or *apply* means the actual physical deposit of fertilizer to turf or landscape plants.

*Applicator* means any person who applies fertilizer on turf and/or landscape plants in Pinellas County.

*Article* means [Chapter 58](#), Article XIII of the Pinellas County Code of Ordinances, as amended, unless otherwise specified.

*Board* means the Board of County Commissioners of Pinellas County, Florida.

*Best management practices* or *BMP* means turf and landscape practices which minimize the negative environmental impacts of installation and maintenance of landscapes.

*Code enforcement officer, official, or inspector* means any designated employee or agent of Pinellas County whose duty it is to enforce codes and ordinances enacted by Pinellas County.

*Commercial fertilizer applicator* means any person who applies fertilizer on turf and/or landscape plants in Pinellas County in exchange for money, goods, services or other valuable consideration.

*Fertilize, fertilizing, or fertilization* means the act of applying fertilizer to turf, specialized turf, or landscape plants.

*Fertilizer* means any substance or mixture of substances that contains one or more recognized plant nutrients and promotes plant growth, or controls soil acidity or alkalinity, or provides other soil enrichment, or provides other corrective measures to the soil.

*Granular* means composed of small grains or particles.

*Institutional applicator* means any person, other than a noncommercial or commercial applicator, that applies fertilizer for the purpose of maintaining turf and/or landscape plants. Institutional applicators shall include, but shall not be limited to, owners and managers of public lands, schools, parks, religious institutions, utilities, industrial or business sites and any residential properties maintained in condominium and/or common ownership.

*Impervious surface* means a surface that has been compacted or covered with a layer of material so that it is highly resistant or prevents infiltration by stormwater. It includes roofed areas and surfaces such as compacted sand, limerock, or clay, as well as conventionally surfaced streets, sidewalks, parking lots, and other similar surfaces.

*Landscape plant* means any native or exotic tree, shrub, or groundcover (excluding turf).

*Landscape maintenance* means activities carried out to manage and maintain landscape plants including but not limited to mowing, edging, and trimming.



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*Low maintenance zone* means an area a minimum of six feet wide adjacent to water courses which is planted with non-turf grass vegetation and managed in order to minimize the need for fertilization, watering, mowing, etc.

*Pasture* means land used for livestock grazing that is managed to provide feed value.

*Person* means any human being, business, corporation, limited liability company, partnership, limited partnership, association, club, organization, and/or any group of people acting as an organized entity.

*Pinellas County Approved Best Management Practices (BMP) Training Program* means a training program approved by Pinellas County that includes, at a minimum, the BMPs associated with proper mowing, trimming, irrigation, and landscape debris management.

*Restricted season* means June 1 through September 30.

*Site supervisor* means the direct supervisor of landscape maintenance personnel.

*Slow or controlled release fertilizer* means a fertilizer containing a plant nutrient in a form which delays its availability for plant uptake and use after application, or which extends its availability to the plant significantly longer than a referenced "rapidly available nutrient fertilizer."

*Specialized turf* means areas of grass used for athletic fields, golf course practice and play areas, and other similar activities.

*Specialized turf manager* means a person responsible for fertilizing or directing the fertilization of specialized turf.

*Surface water* means fresh, brackish, saline or tidal waters, including but not limited to bays, rivers, lakes, streams, wetlands, springs, impoundments, as well as canals and other artificial water bodies.

*Turf, sod, or lawn* means a piece of grass-covered soil held together by the roots of the grass.

*Vegetable garden* means an area dedicated to the cultivation of edible plants.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-474. - Applicability.**

This article shall be applicable to and shall regulate any and all applicators of fertilizer, areas of application of fertilizer, and landscape maintenance activities within Pinellas County, unless such applicator or activity is specifically exempted by the terms of this article from the regulatory provisions of this article.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-475. - Weather and seasonal restrictions.**

(a) No applicator shall apply fertilizers containing nitrogen and/or phosphorous to turf and/or landscape plants during the restricted season from June 1 through September 30.

(b) No applicator shall apply fertilizers containing nitrogen and/or phosphorus to turf and/or landscape plants during a period for which the National Weather Service has issued any of the following advisories for any portion of Pinellas County: a severe thunderstorm warning or watch, flood warning or watch, tropical storm warning or watch, hurricane warning or watch, or if rain greater than or equal to two inches in a 24-hour period is forecasted.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-476. - Fertilizer content and application rate.**

(a) Fertilizers shall be applied to turf and/or landscape plants at the recommended rate per the "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries", December 2008, as revised, with no more than four pounds of nitrogen per 1,000 feet<sup>2</sup> applied in any calendar year.

(b) No fertilizer containing phosphorus shall be applied to turf and/or landscape plants in Pinellas County, except where phosphorus deficiency has been demonstrated in the soil underlying the turf and/or landscape plants by a soil analysis test performed by a State of Florida-certified laboratory. Any person who obtains such a soil analysis test showing a phosphorus deficiency and who wishes to apply phosphorus to turf and/or landscape plants shall mail a copy of the test results to Pinellas County Watershed Management Division, Attention: Division Director, 300 South Garden Avenue, Clearwater, FL 33756 prior to the application of phosphorous.

(c) Nitrogen fertilizer shall not be applied on newly established turf or new landscape plants for the first 30 days.

(d) Granular fertilizers containing nitrogen applied to turf and/or landscape plants within Pinellas County shall contain no less than 50 percent slow release nitrogen per guaranteed analysis label.

(e) Liquid fertilizers containing nitrogen applied to turf and/or landscape plants within Pinellas County shall not be applied at a rate that exceeds 0.5 lbs/1,000 feet<sup>2</sup> per application.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-477. - Impervious surfaces and mode of application.**

(a) Fertilizer shall not be applied or otherwise deposited on any impervious surfaces. Any fertilizer applied or deposited, either intentionally or accidentally, on any impervious surface shall be immediately and completely removed to the greatest extent practicable. Fertilizer released on an impervious surface must be immediately contained and either legally applied to turf or any other legal site, or returned to the original or other appropriate container. Fertilizer shall not be washed, swept, or blown off impervious surfaces into stormwater drains, ditches, drainage conveyances, roadways, or surface waters.

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(b) Spreader deflector shields are required when applying fertilizer by use of any broadcast or rotary spreaders. Deflector shields must be positioned such that fertilizer granules are deflected away from all impervious surfaces and surface waters. (Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-478. - Fertilizer-free zones.**

Fertilizer shall not be applied within ten feet from the top of bank of any surface water, landward edge of the top of a seawall, designated wetland or wetland as defined by the Florida Department of Environmental Protection (Chapter 62-340, Florida Administrative Code, as it may be amended or superseded).

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-479. - Management of grass clippings and vegetative material.**

It shall be a violation of this section for any person to wash, sweep, blow or otherwise cause grass clippings, vegetative material, and/or vegetative debris to be deposited into stormwater drains, ditches, drainage conveyances, surface waters, or roadways.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-480. - Exemptions.**

(a) The provisions set forth above in sections [58-475\(a\)](#) and [58-476](#) of this article shall not apply to:

- (1) Golf courses. For all golf courses, the provisions of the Florida Department of Environmental Protection (FDEP) document, "BMPs for the Enhancement of Environmental Quality on Florida Golf Courses, January 2007," as updated, are required and shall be followed when applying fertilizer to golf courses.
  - (2) Specialized turf. Specialized turf managers are required to follow the Best Management Practices embodied in the "Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries", December 2008, as updated.
  - (3) Bona fide farm operations as defined in the Florida Right to Farm Act, F.S. § 823.14.
  - (4) Vegetable gardens, owned by individual property owners or a community, provided that fertilizer application rates do not exceed UF/IFAS recommendations per SP103 Florida Vegetable Gardening Guide, December 2008, as revised.
  - (5) Yard waste compost, mulches, or other similar materials that are primarily organic in nature and are applied to improve the physical condition of the soil.
  - (6) Tree trunk injection fertilization treatments that are performed by a certified arborist.
- (b) Retail or wholesale fertilizer sellers may sell products containing nitrogen and/or phosphorus to specialized turf managers or to operators of bona fide farm operations during the restricted period for use on specialized turf or for use at bona fide farm operations, respectively.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-481. - Certification and training.**

(a) *Commercial and institutional applicators.* All commercial and institutional applicators within Pinellas County shall obtain the limited certification for urban landscape fertilizer application provided for under F.S. § 482.1562, within 365 days of adoption of this article, or within 90 days of initial employment, whichever occurs later. Applicators are required to keep a copy of such certificate with them during application activities and shall present the certificate to any authorized official of the board, upon request.

(b) *Landscape maintenance.* All site supervisors and managers of professional landscape maintenance companies, as well as government and institutional landscape supervisors shall abide by and successfully complete a Pinellas County approved Best Management Practices Training Program within 545 days of adoption of this article. Upon successful completion, a certificate of completion will be provided. Landscape maintenance staff are required to keep a copy of such certificate with them during landscape maintenance activities and shall present the certificate to any authorized official of the board, upon request.

(c) *Landscape Maintenance.* Employees of lawn and landscape maintenance companies who are not site supervisors or managers shall also be trained in the above-referenced BMPs through a county approved training program, the company, or a contractor of the company. The training shall also include the more stringent requirements set forth in sections [58-473](#) through [58-483](#) of this article. Training may be provided by a certified site supervisor or manager employed by the company. Training shall be required of all personnel of such companies within 545 days of adoption of this article, or within 90 days of initial employment. Prior to the successful completion of said program each employee shall work under the direct physical supervision of a certified landscape maintenance employee. Landscape maintenance companies shall maintain written records of compliance with this provision and shall present training records to any authorized official of the board, upon request.

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(d) All commercial and institutional applicators, site supervisors and managers of professional landscape maintenance companies, government and institutional landscape supervisors, and any employee of a lawn and landscape maintenance company shall abide by best management practices for which they have been trained or certified, as well as the provisions of this article.

(e) A vehicle decal issued by Pinellas County indicating that the company is in compliance with the training and certification requirements herein shall be affixed and maintained on the exterior of all vehicles and/or trailers used by the company in connection with landscape maintenance activities and/or the application of fertilizer within the area regulated by this article. The vehicle and trailer decals shall be provided by Pinellas County upon submittal of demonstration of compliance of the company with the requirements herein.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-482. - Retail sale of fertilizer containing nitrogen or phosphorous.**

(a) Effective June 1, 2011, no person, firm, corporation, franchise, or commercial establishment shall sell, at retail, any lawn or landscape fertilizer, liquid or granular, within Pinellas County that contains any amount of nitrogen or phosphorous during the restricted season from June 1 through September 30.

(b) Granular fertilizers containing nitrogen sold at retail within Pinellas County shall contain no less than 50 percent slow release nitrogen per guaranteed analysis label.

(c) Displays of lawn and landscape fertilizers containing nitrogen or phosphorous shall not be allowed on the sales area of the retail store during the restricted season.

(d) Retailers shall post a notice stating that the use of lawn and landscape fertilizers in Pinellas County is restricted in accordance with this article.

(e) Fertilizers sold within Pinellas County shall meet the requirements set forth in Rule 5E-1.003(2), Florida Administrative Code, *Labeling Requirements For Urban Turf Fertilizers*.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-483. - Enforcement and penalty.**

Violations of this article may be punished as provided for in [section 1-8](#) or article VIII, [chapter 2](#) of the Pinellas County Code. Violations of this article may also be pursued under the Pinellas County Environmental Enforcement Act, as applicable.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-484. - Recommendations and additional information.**

(a) A voluntary six-foot low-maintenance, "no-mow" zone is strongly recommended from those areas described as fertilizer-free zones in section 8 in order to reduce the potential for fertilizer residue entering adjacent water bodies and wetlands. A swale/berm system is recommended for installation at the landward edge of this low maintenance zone to capture and filter runoff. No vegetative material shall be deposited or left remaining in this zone or in the water. Care should be taken to prevent the overspray of aquatic weed products in this zone.

(b) It is recommended that the application of fertilizer for properties using reclaimed water service be reduced in accordance with the nutrient level contained in the reclaimed water. This information is available through the Pinellas County Utilities Department and through the Pinellas County web site.

(c) The county strongly recommends the establishment of training programs using Spanish-speaking certified BMP trainers.

(d) The county recommends that private homeowners become familiar with and utilize the recommendations of the University of Florida IFAS Florida Yards and Neighborhoods Program when applying fertilizer.

(Ord. No. 10-06, § 1, 1-19-10)

**Sec. 58-485. - Areas embraced.**

All territories within the legal boundaries of Pinellas County, Florida including all incorporated and unincorporated areas, shall be embraced by the provisions of this article, unless in conflict with or specifically deleted by a municipal ordinance.

(Ord. No. 10-06, § 1, 1-19-10)

## ATTACHMENT 1

**COUNTYWIDE PUMP STATION LOCATIONS – UTILITIES SERVICE LOCATIONS**

PS #	STREET ADDRESS	TURF SQ FT	PLANT BED SQ FT
1	8101 STARKEY RD	16500	80
2	7919 BARDMOOR BLVD	400	10
3	8597 BARDMOOR PL	400	28
4	11299 STARKEY RD	600	0
5	8200 SOMERSET DR N.	1240	0
6	2361 10TH STREET SE	400	0
7	9811 126TH AVE N	1225	0
8	9280 FAIRWEATHER DR N	1798	0
9	11388 TRADEWINDS BLVD	400	8
10	9743 106TH AVE N	400	8
11	9220 102ND AVE. N.	1500	0
12	9398 90TH AVE N	7440	0
13	9701 86TH AVE N	400	90
14	8390 JENNIFER	400	80
15	9301 78TH AVE N	1722	0
16	10548 PARK BLVD	1950	60
17	10513 94TH AVE N	620	0
18	9675 SEMINOLE BLVD	400	0
19	10520 101ST AVE N	400	0
20	10114 106TH TERRACE N	600	0
21	10137 118TH AVE N	1900	0
22	12198 WALSINGHAM RD	5400	0
23	10601 125TH STREET N	400	0
24	12950 126TH AVE N	400	0
25	12295 125TH ST N	400	20
26	10025 ULMERTON RD	400	0
27	8970 SILVERTHORN DR	900	90
28	9671 FOXTAIL RD	900	90
51	1850 TAYLOR LAKE PLACE	400	0
52	12025 ULMERTON RD	1710	0
53	13015 128TH STREET N	1050	0
54	1415 INDIAN ROCK RD	400	0
55	1061 HICKORY DRIVE	400	12
56	43 SUNSET BAY DR	400	10
57	3015 WEST BAY DR	400	90
58	495 PALM DR	400	70
59	900 OAKWOOD DR	400	60
60	823 JACARANDA	400	50
61	1765 BROOKSIDE DR	400	60
62	14800 118 <sup>TH</sup> AVE N (MCCAY PLANT)	400	80
63	15001 113 <sup>TH</sup> AVE N	1551	0
64	11105 CAMMACK ST. (IRB TRAILER PRK)	1156	0
65	14112 IROQUOIS AVE	3250	80
66	10751 YUNKER DR.	400	80
67	10994 SPRING ST	875	0

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<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
68	102 <sup>ND</sup> AVE N.	400	0
69	9298 COMMODORE DR	6850	400
70	200 192 <sup>ND</sup> AVE N	400	0
71	19305 GULF BLVD	300	0
72	19701 GULF BLVD	225	0
74	20001 GULF BLVD	400	0
75	18600 GULF BLVD	400	0
76	164TH AVE @ 1ST STREET	400	0
77	161ST AVE @ 4TH STREET	400	0
78	1ST STREET E @ 157TH AVE	400	0
79	190 173RD AVENUE N	400	0
80	105 BELLEAIR AVE	400	0
81	553 BAYVIEW DRIVE	400	0
82	1 HARBORSIDE DRIVE (ROSERY RD)	400	0
83	22 N PINE CIRCLE	400	0
84	11 WINSTON DRIVE	400	0
85	2 HIBISCUS ROAD	400	0
86	725 INDIAN ROCKS ROAD	400	0
87	402 WATERS AVE	400	0
88	50 COE ROAD	400	0
89	294 BELLEVIEW BLVD	400	0
90	4 SOUTH GARDEN	400	0
91	530 BELLEVIEW BLVD	400	0
92	BAYVIEW REUSE	400	0
93	ST ANDREWS DRIVE & 3 SEASIDE LANE	400	0
94	20 SOUTH PINE CIRCLE	400	0
95	701 HARBOR DRIVE	400	0
96	113 22ND STREET	400	0
97	202 BELLE ISLE AVENUE	400	0
101	5800 WESTCHESTER BLVD	625	0
102	5401 PARK STREET N.	400	0
103	7255 84 <sup>TH</sup> LANE N	400	0
104	8100 PARK BLVD	400	0
105	7200 79 <sup>TH</sup> STREET N	400	80
106	7895 83 <sup>RD</sup> STREET N	34875	0
107	6820 GREENBRIAR DR N	400	400
108	8935 PINEHURST ( LK SEMINOLE GOLF)	400	8
109	6301 BURNING TREE DR N	400	8
110	4090 85 <sup>th</sup> STREET N	4200	40
111	10010 BAY PINES BLVD	400	0
112	6930 ORKNEY AVE N	400	0
113	6083 60 <sup>TH</sup> STREET N	400	0
114	5961 49 <sup>TH</sup> AVE N	6144	14
115	6165 58 <sup>TH</sup> STREET	400	0
116	6001 49 <sup>TH</sup> ST N	400	0

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<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
117	5997 44TH STREET N	400	0
118	3100 72 <sup>ND</sup> AVE N	400	0
119	6698 27 <sup>TH</sup> WAY N	15000	0
120	2100 62 <sup>ND</sup> AVE N	400	0
121	1901 54TH AVE N	400	0
122	3120 46TH AVE N	400	0
123	4490 28 <sup>TH</sup> STREET N	400	0
124	3260 ½ WINDSOR BLVD	400	0
125	5400 JOE'S CREEK DRIVE	456	44
126	7565 54TH AVE N	600	0
151	2900 59TH STREET N	400	50
152	5953 SKIMMER POINT BLVD S	400	28
153	2860 SEABREEZE DR	400	20
154	5990 PELICAN BAY PLAZA	400	0
155	6230 GULFPORT BLVD S	400	0
156	1400 ROYAL PALM DR S	400	20
157	2123 E. DOLPHIN BLVD S	400	0
158	909 LA PLAZA AVE S	418	300
159	950 OLEANDER WAY S	500	0
160	9778 49 <sup>TH</sup> AVE N	400	120
161	5401 97 <sup>TH</sup> WAY N	2016	100
162	9615 59 <sup>TH</sup> AVE N	400	0
163	503 150 <sup>TH</sup> AVE N	6400	0
164	10995 EDGEWATER DR	1840	80
165	150 BOCA CIEGA PT BLVD	400	0
166	11599 GROVE ST N	400	0
167	5890 OAKHURST DR	400	0
168	6990 125TH STREE N	1230	8
169	8400 119 <sup>TH</sup> STREET N	400	0
170	12651 90 <sup>TH</sup> AVE N	900	12
171	12810 93 <sup>RD</sup> AVE N	400	0
172	12715 FRANK DRIVE N	400	0
173	10487 125 <sup>TH</sup> ST N	400	0
174	11900 110 <sup>TH</sup> AVE N	13225	0
175	9150 113 <sup>TH</sup> STREET N	1728	0
176	2717 ½ KIPPS COLONY DR S	400	0
177	6300 PASADENA POINT BLVD	400	0
178	6201 FAIRWAY BAY	400	0
179	6139 PASADENA POINT BLVD	400	0
180	4420 PARK ST N	400	160
181	7040 CONCH BLVD	400	0
182	14199 N BAY SHORE DRIVE	400	0
183	415 140TH AVENUE	400	0
184	13698 GULF BLVD	400	0
185	15340 1ST STREET EAST	400	0

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<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
186	875 BAY POINT DRIVE	400	0
187	601 FLAMINGO DRIVE	400	0
188	12800 GULF BLVD	400	0
189	13199 GULF BLVD	400	0
300	1300 ALDERMAN RD.	962	140
301	2930 AUTUM DR. OZONA	150	0
302	2101 BEE POND RD. FLA POWER EASEMENT	4050	0
303	2101 BEE POND RD	400	0
304	1201 CYPRESS POND RD	400	0
305	INNISBROOK 1780 OLD POST RD	400	0
306	INNISBROOK 1641 OLD POST RD	400	0
307	INNISBROOK 4281 N COVE RD	400	0
308	INNISBROOK 4471 MILLRIDGE RD	400	0
309	458 KLOSTERMAN RD (BAYWOOD VILLAGE)	484	76
310	392 WESTWINDS DR (BAYWOOD VILLAGE)	2398	80
311	301 CROSSWINDS DR (BAYWOOD VILLAGE)	82	0
312	64 GULFWINDS DR (BAYWOOD VILLAGE)	774	0
313	4605 US ALT 19 N PALM HARBOR	1712	0
314	174 CR 78(N OF WAI LANI SCOUT CAMP	1478	0
315	3917 DESOTO BLVD	1414	0
316	408 HILLSBOROUGH ST. PALM HARBOR	13040	160
317	506 OCEANVIEW AVE (CRYSTAL BEACH)	3600	160
318	113A CARLULE DR (INDIAN BLUFF ISL)	1785	528
319	565 CR255 (CRYSTAL BEACH)	462	100
320	925 SEASIDE DR (POINT SEASIDE)	320	160
321	800 VINCENT STREET	400	0
322	100 GRACE ST (CRYSTAL BEACH)	406	0
323	217 AVERY AVE	2025	140
324	1984 HIDDEN LAKE DR	400	0
325	799 FLORIDA AVE	400	0
326	899 VIRGINIA AVE.	546	70
335	101 US ALT 19 N (SHERWOOD FOREST)	434	120
336	520 PENNSYLVANIA AVE	2488	144
337	400 ORCHID LANE	2138	140
338	245 RIDGE RD (OZONA)	2488	144
339	655 FLORIDA AVE (HARBOR CLUB DOWNS)	237	0
340	545 CHAFFEE ST	342	0
341	518 CANAL STREET (WESTWIND MOBLE HOME)	317	140
342	3301 US ALT 19N (WESTWIND MOBLE HOME)	900	100
343	955 COUNTRYSHIRE LN	400	0
344	415 15TH ST (PHMSCHOOL)	1350	66
345	1665 SPOTISWOOD CIRCLE	664	160
346	508 19TH ST (PATTY ANN ACRES)	1538	160
347	2100 CR39	1700	0
348	550 US 19 N	400	0
349	32502 US 19 N	1800	0

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<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
351	2701 CR 95 (MISSION GROVE)	1210	120
352	2911 LAKE VALENCIA LANE EAST	330	56
353	319 SOMERSET LN	400	0
354	2690A CORAL LANDING BLVD	400	0
355	713 CREEK SIDE LANE	790	88
356	1231 QUEEN ANN BLVD	400	0
357	3 ERMINE PATH	904	48
358	1202 TARTAN DRIVE	401	48
359	807 HIGHLANDS BLVD	400	0
360	3820 LAKE POINT RD (FISH HATCHERY)	2250	102
361	3495 SHORE LINE CIR	400	0
362	3028 WESTCOTT DR.	766	68
363	1777 HERMOSA DR	750	100
364	1930 FISH HARCHERY CT	500	48
365	1770 LAKESIDE LN	330	0
370	185 SUGAR BEAR TRAIL	1200	160
371	3098 CR 87E	1515	80
372	237 COLONIAL BLVD E	700	0
373	122 COLONIAL BLVD E	700	0
374	176 EAST CANAL DRIVE	8245	80
375	1 CITRUS DR	400	0
376	10 CYPRESS DR	400	0
377	2511 MEADOWBROOK DR	998	0
378	4400 US 19 N	400	0
379	200 RICHARD ERWIN PKWY	400	0
380	240 RUES DES LACS	400	0
381	1954 HIGHLAND AVE	1332	0
382	2598 ST ANDREWS BLVD	400	0
383	830 ROYAL BIRKDALE DR	400	0
384	576 WATERFIELD CIR E	641	60
385	621 WATERFIELD CIR E	211	0
386	840 CRESTRIDGE DR	2835	0
387	1030 FORELOCK DR	400	0
388	1270 PINE RIDGE CIR E	400	0
389	1585 PINE RIDGE BLVD	400	0
390	1300 LAKE RIDGE DR	400	0
391	CYPRESS WOODS ELEM. SCHOOL 4301 EAST LAKE RD	960	0
392	4290 TARPON LAKE BLVD	400	0
393	2501 MAINTENANCE RD	160	0
394	3583 FAIRWAY FOREST DR	400	0
395	3501 TARPON LAKE BLVD	400	0
396	1665 TARPON LAKE BLVD	1976	200
397	3795 OLD KEYSTONE RD	400	0
398	3975 INLAND WAY	400	0
399	4891 EAGLE COVE	400	0
400	526 AUSTIN DRIVE	2100	0



## ATTACHMENT 1

**COUNTYWIDE PUMP STATION LOCATIONS – UTILITIES SERVICE LOCATIONS**

<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
401	3046 KENSINGTON TRACE	3900	120
402	2936 WENTWORTH WAY	2000	120
403	3121 CRESCENT OAKS BLVD	400	0
404	3299 STREET J	1575	0
405	3363 CRESCENT OAKS BLVD	400	0
406	1100 KIRKALDY	40	60
407	2791 BRYAN LANE	2400	160
408	481 SILVER MOSS LANE	750	204
409	995 EAST LAKE DRIVE	875	0
410	4611 GILL RONAN CT	400	0
411	4418 LANSBROOK PKWY	400	0
412	4523 JUNIPER DR	400	0
413	3161 FORELOCK DR	400	0
414	3876 TARPON LAKE BLVD	400	0
415	5199 KERNWOOD COURT	400	0
416	4490 SERENITY TRAIL	400	0
417	5464 MIRA VISTA DR	400	0
418	3655 KELLER CIR	400	0
419	2860 GREY OAKS BLVD	400	0
420	4830 QUILL COURT	400	0
421	1420 SILVER EAGLE DR	400	0
422	3655 KELLER CIR	400	0
423	3940 KEYSTONE RD	400	0
424	2670 KEYSTONE SPRINGS RD	400	0
430	3869 RIDGEMOOR BLVD	400	0
431	4301 RIDGEMOOR BLVD	400	0
432	4071 BELMOOR DR	400	0
433	2898 MARY LANE	400	0
434	1100 TARPON WOODS BLVD	900	100
435	2201 TANGLEWOOD TRAIL	3500	0
436	2244 EAST LAKE ROAD	150	0
437	10 CHRISTY LANE	400	0
438	501 CLAY TRAIL	1225	0
439	991 SUNFLOWER DR	400	0
441	2000 S WOODLANDS DRIVE	602	0
442	10 INGRID PLACE	400	0
443	2000 EAST LAKE WOODLANDS PKWY	2500	0
444	425 FOREST PAKR RD	400	0
445	538 HICKORYNUT	400	0
446	1000 WOODLANDS DR	400	0
447	1000 E LAKE WOODLANDS PKWY	400	0
448	2891 STRATHMOOR GATE DR	400	0
449	3907 MILL POND CT	400	0
450	3987 LAKE SHORE DR	400	0
451	2940 CYPRESS RDIGE DR	450	50
452	3545 MCMULLIN BOOTH RD	450	160
453	539 66 <sup>TH</sup> STREET N	2200	130

## ATTACHMENT 1

**COUNTYWIDE PUMP STATION LOCATIONS – UTILITIES SERVICE LOCATIONS**

<b>PS#</b>	<b>STREET ADDRESS</b>	<b>TURF SQ FT</b>	<b>PLANT BED SQ FT</b>
455	29973 69 <sup>TH</sup> ST N CLEARWATER	100	80
456	29872 78 <sup>TH</sup> ST PALM HARBOR	100	0
457	4202 RIDGEMOOR DR N	400	0
458	8 ½ STAG THICKET LANE	675	0
459	1781 EAGLE TRACE BLVD	1000	160
460	123 SEAGULL DRIVE	400	0
461	899 SPRING PARK BLVD	150	0
462	1665 WOODLANDS BLVD	500	0
463	1662 EAST LK WOODLAND PKWY	625	0
464	2299 EAST LK WOODLANDS PKWY	400	0
465	4515 RIDGEMORE DR	415	0
466	4941 COMMERCIAL DRIVE	3300	0
467	4470 ANGLERS DR	1000	0
468	4829 RIDGEMOOR CIR CRYSTAL BEACH RTU	600	0
469	CRYSTAL BEACH CL2	100	132
470	SAFETY HARBOR RTU MAIN & MCMULLEN	150	0
471	60TH AVE, NORTH & 58TH ST. SOUTH	2952	0
472	TIERRA VERDE	2222	16

